

**ALL PARENTS TO READ AND RETURN SIGNED FORM TO MSK ADMINISTRATION REGARDLESS OF REGULAR USE OF THE BEFORE AND AFTER SCHOOL PROGRAM. THANK YOU.**

## **MSK BEFORE & AFTER SCHOOL PROGRAM 2022/2023**

<u>Before School Program</u>	<u>After School Program</u>	<u>Before &amp; After School (BOTH)</u>
Time: 7:00 a.m. to 8:30 a.m.	Time: 3:30 p.m. to 5:45 p.m.	Time: 7:00 a.m. to 8:30 a.m. & 3:30 p.m. to 5:45 p.m.
Fee: <b>\$400.00 per month</b> <b>*For registered users</b>	Fee: <b>\$500.00 per month</b> <b>*For registered users</b>	Fee: <b>\$800.00 per month</b> <b>*For registered users</b>

\*Please note that the fees above have been standardized to meet the requirements of parents who will utilize these programs on a fairly consistent basis. For this reason, enrollment capacity will be **limited**.

Occasional use of before or after care by students not fully enrolled in these programs will be available at an irregular charge of **\$10.00 every 15mins** and parents **must** notify the school **at least 24 hours** in advance to arrange for occasional before and after school care.

Irregular charges also apply to late pick up of Half-Day AM/PM students ie: If your child is registered in a **Half Day "AM"** program, any pick up **after 11:30 a.m.** will be **subject to irregular charges** of **\$10.00 per 15mins.** or part of. If your child is registered in a **Half-Day "PM"** program, any pick up **after 3:30 p.m.** will also be subject to **irregular charges.**

**\*It is very important that alternative contacts be listed. In the event that you are delayed to pick up your child beyond 5:45 p.m. you must make arrangements for one of your "emergency contacts" to pick up your child. First time a person is late to pick up their child after 5:45 p.m. a charge of \$1.00 per minute will apply. Charges will increased to \$5.00 a minute after 6 p.m.** Enrollment in our After School program will be cancelled if delays past **6:00 p.m.** are repeated.

### **MSK After Care Rules and Etiquette**

In order to help better serve the students and families in our After Care program, MSK has developed some Rules and Etiquette for parents. *Parents are advised to read, understand and follow all of the rules and courtesies listed below.*

#### **PICK-UP ETIQUETTE:**

- *Vehicles are not to be parked in the driveway, blocking the entrance to the Roundabout, please use a designated parking space that is located in the Roundabout area.*
- *Vehicles must be turned OFF when parents are in the roundabout area.*

#### **SNACK:**

- *Snack in the aftercare program is served at 4:30 pm. Should a parent arrive earlier than 4:30 pm to pick up their child, MSK will not provide a "take-out snack" for the child to take on the go. Snack time is provided not only for nourishment, but also to foster proper table manners and a sense of community. Taking snack "to go" is not a service that MSK provides.*
- *If a parent arrives and snack is in progress:*
  - *the child will be encouraged to finish his/her snack.*
  - *Parents will be asked to wait while their child finishes snack.*
  - *A teacher will dismiss the child to the parent waiting once they are done with their snack.*

continued ...

Revised & Updated July 2022

Although Toddler and Casa teachers will try their best to update the HiMama app by 4:30 pm (if applicable), at times it may not be possible to include the after-school snack, depending on how busy it is on any particular day in the after-care program. The teachers will however, update you verbally and record it on the following day, or when possible.

**HALLWAY/VESTIBULE ETIQUETTE:**

- Once a student is dismissed to his/her parent/guardian, the child is in the care and supervision of their parent/guardian
- The following actions are not permitted in MSK hallways, vestibule or stairways for safety reasons:
  - Running
  - Climbing- on the stairs or benches
  - Chasing
  - Pushing
  - Screaming or yelling
  - Touching other students' personal belongings
  - Touching work/projects/art work hanging on walls or bulletin boards
  - Entering classrooms other than the After Care Room(s)

Parents are asked to please advise their child(ren) of these dangers and proceed to getting their child ready for home in a quick and safe manner.

Thank you for your attention to this matter.

***\*Please read and sign below and return to MSK.***

I understand that a Regular Full Day program ends at 3:30p.m. and I have until 4:00p.m. to pick up our child/ren without incurring irregular charges. I have read the program outline above and fully understand the commitment to arrive on time each day and to notify one of our emergency contacts to pick up our child/ren if we are running late passed 5:45pm. I understand the before and after school irregular care charges and will be responsible for all charges incurred. I have read the MSK After Care Rules and Etiquette and promise to abide by them and all other school policies. I also acknowledge that it is my responsibility to inform/educate any person beside myself that is picking up my child(ren) about the rules and policies of MSK.

My child's name: \_\_\_\_\_

Parent 1. (Print name): \_\_\_\_\_ Signature: \_\_\_\_\_

Parent 2. (Print name): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_