



15 West Walnut Street, Marietta, PA 17547

## EXTENDED CARE REGISTRATION & FINANCIAL AGREEMENT 2018-19

PA Code 55, Chapters 3270.123 & 181 (C)  
3280.123 & 181(C); 3290.123 & 181 (C)

**Child's Name:** \_\_\_\_\_

**Services Provided:**

- A warm and loving environment
- A small, age appropriate library
- A healthy balanced snack
- Arts and crafts
- An area to practice music or work on school projects
- Plenty of outdoor play when weather permits

Child's arrival time:	Child's departure time:	<b>Person (s) to whom child may be released:</b>
<b>Late fee:</b> <i>See reverse side for fee information</i>		
Extra services to be provided at an additional fee if applicable: <i>n/a</i>		
<p>I, the parent/guardian:</p> <p><input type="checkbox"/> Received complete, written program information at the time of enrollment. (3270.121, 3280.121, 3290.121)</p> <p><input type="checkbox"/> Agree to update the Emergency Contact/Parental Consent form information whenever changes occur or every 6 months at a minimum. (3270.124, 3280.124, 3290.124)</p>		
_____ Signature – Operator		_____ <b>Signature – Parent or Guardian</b> <b>Date</b>
Date of Child's Admission:	Periodic Review:	
Date of Withdrawal:	_____ Signature – Parent / Guardian      Date	

## PROGRAM & POLICIES

Our childcare service is offered for students who are enrolled on a full-day basis, on days when school is in session for full days. Programs are licensed by the PA Department of Human Services (DHS).

### **Afternoon Garden: Mixed age Kindergarten classes, from 12:00 p.m. to 3:15 p.m.**

Billed annually and divided into the monthly tuition payments:

1 day: \$820 2 days: \$1,530 3 days: \$1,925 4 days: \$2,530 5 days: \$3,100

### **Sunrise Program: All Ages, 7:00- 8:00 a.m.**

**\$7.25 per day**

### **Sunset Program: All ages, 3:15 to 5:30 p.m.**

**\$7.25/hour billed in 15 minute increments and invoiced on a monthly basis.**

#### **Late pick up fees for both afterschool programs:**

- *First occurrence*—fees waived
- *Second occurrence*--\$25 late fee
- *Third occurrence*--\$25 late fee
- *Fourth occurrence*—discussion about continuing the use of the extended care program

#### **Medical Release Form**

By signing this form, the parent or guardian allows SWS to copy school health records and file them in the required DHS file. ***This form must be signed and returned to the office before children are able to attend programs.***

#### **Registration**

The programs are available to currently enrolled SWS students of all ages who are enrolled in the full day program. We have 25 spaces in each program. The Sunrise & Sunset Program have two different kinds of registration: Regular Scheduled and Intermittent Drop-in. The one-time registration form must be submitted prior to or on the first day your child attends. Everyone is required to register and deliver forms to Miss Tracie.

#### **Sunset Drop-In Care**

Sunset has Intermittent Drop-in Care, providing there is space available on that particular day. Parents must call before 1:00 p.m. for the same day use of the program. The student's name will go on the day's roster. If no space is available, parents will need to make other arrangements.

#### **Pick Up Time (Afternoon)**

Afternoon Garden and Sunset are also required by DHS to have a roster of who is able to pick up the child. Only parents or guardians and others designated on the child's Emergency Form will be allowed to pick up students. When leaving school, the parent or guardian is to make contact with the child's caregiver and sign-out at the roster.

#### **Sunrise/Sunset Billing**

The Sunrise/ Sunset service is \$7.25 an hour and is billed at the beginning of each month immediately following the month of service. Payment is due by the 10<sup>th</sup> of the billing month. Any account with a balance carrying forward after the 10<sup>th</sup> of the month will be ineligible for the program service. Parents/guardians must sign the financial agreement (See *Extended Care Agreement*).

#### **Late Pick-up**

Out latest pick-up time is 5:30 p.m. Parents are responsible to contact Sunset room at 717-426-1344 and inform them about any delays. (Find lead caregiver's cell number in directory.) It is at the discretion of the Sunset care provider if they will remain at the school until the parent or guardian arrives or if the child's emergency contact should be called to pick up the child as soon as possible. See above for late pick-up policy.

#### **Sunset Childcare for Volunteers**

When volunteering in the school, parents may use the Sunset Program at no charge. The same registration is required, however. There is no Sunset care for volunteers the week prior to Winter Fair. We encourage parents to set up childcare.

***Susquehanna Waldorf School 717-426-4506***