



Now and Then Before and/or After-School Care Program
Early Childhood/Elementary/Junior High

Now & Then is a service for students who occasionally need to use the Before and/or After Care programs. (For more frequent use, you may want to consider enrolling in our Full-Time Before and/or After-School Care Program. The full-time option allows you to include the payment with your regular monthly tuition payments. For more information about the full-time option, please contact the Finance Office.) The *Now and Then* program is open to **all currently enrolled full-day students**. Before and/or After-School Care is not available to students in the Toddler Program. Additionally, Early Childhood a.m. only students are not eligible for After Care. Students who are registered in the *Now and Then* Program who are not picked up at their regular dismissal time will go to After Care and be assessed the minimum charge.

Students must be pre-registered in the program before attending by annually completing and returning the attached registration form to the office along with the \$150 per student deposit. Funds should be added throughout the school year, as needed. You will be notified via email when balances become low or negative. Any remaining balance at the end of the school year will be rolled over to be the beginning balance for the following school year unless a refund is requested. There is a minimum 15 minute charge for students checking into Before or After Care. The fee for this service is \$15.00 per hour. Without on-going, sufficient pre-paid funds your student will not be eligible to attend.

Before Care opens at 7:15 a.m. After Care closes at 6:00 p.m.

All times are local time. Please note that the office closes at 5:00 p.m. daily and minimum staff is on site. Late pick up will result in a fee of \$10 for every 5 minutes. Parents are expected to have back up/emergency transportation for the child if ever unable to personally pick the child up by 6:00 p.m. Please be considerate that the After Care staff has family responsibilities and are not employed beyond 6:00 p.m.

All Classes/Programs are closed and no Before/After Care is available on:

Labor Day

Thanksgiving Break (Wed-Fri)

Winter Break

Martin Luther King Jr. Day

President's Day

Spring Break

Memorial Day

Please consult the current school-year's calendar for specific dates and/or additional closings.

On Non-class days (parent conferences, staff meetings, early dismissals and in-service professional days) Before/After Care is NOT available to *Now and Then* participants.

Please contact the office at 574-256-5313 no later than 2:30 p.m. if your child will need to attend After Care that day.



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Please complete and return this form to the office along with the \$150 per student deposit.

Level (circle one): Early Childhood Elementary/Junior High

Program desired (circle one): Before Care After Care Both

Child's Name _____ **Classroom #** _____

Address _____ **City/State/Zip** _____

Parent(s) Name(s) _____

Phone #'s between the hours of 3:30-6:00 p.m. _____ (circle one): home cell work

_____ (circle one): home cell work

Primary Email Address _____

Emergency Contact Person & Phone # _____

All families are required to list at least one emergency contact person other than parents.

- Account must maintain a positive balance for child to attend.
- Parents will contact the school in advance when the student will attend Before Care or After Care.
- Students will arrive no earlier than 7:15 a.m. for Before Care.
- All students will be picked-up no later than 6:00 p.m. from the After Care program. A late fee will be charged for any child not picked up on time. (See late fee policy in the Family Handbook).

I have read, understand and agree to the policies and procedures for participation in the *Now and Then* Before and After School-Care program.

Parent Signature

Date

FOR OFFICE USE ONLY:

Amount Collected \$ _____ Cash or Check # _____ Date Collected _____ Office Staff Initials _____