



# Before & After School Care Agreement 2023-2024

During the 2023/2024 school year, Shepherd of the Desert will offer a Before and After School Program to provide a safe environment for students needing additional care before and after school hours. This school sponsored program follows the guidelines and policies outlined in the Shepherd of the Desert Preschool Handbook.

Hours:            Before School Care: 7:30am to 8:30am  
                          After School Care: 2:45pm to 5:00pm

Before School (7:30-8:30)		Before and After School (2:45-5:00)	
Plan	Days Per Week – Monthly Fee	Plan	Days Per Week – Monthly Fee
A	2 Days/week - \$85	D	2 Days/week - \$155
B	3 Days/week - \$105	E	3 Days/week - \$190
C	5 Days/week - \$135	F	5 Days/week - \$235
Drop-In Rate \$15/hour			

Family Name: \_\_\_\_\_ Date: \_\_\_\_\_ **Selected Plan:** \_\_\_\_\_

Address: \_\_\_\_\_

Please List the names of children who will be using the Before and After School Program

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Class: \_\_\_\_\_

Student Lives With: (Check all that apply)

Father     Mother     Stepfather     Stepmother

Other (please specify): \_\_\_\_\_

Parent 1 (Name): _____ Home Phone: _____ Cell Phone: _____ Email Address: _____	Parent 2 (Name): _____ Home Phone: _____ Cell Phone: _____ Email Address: _____
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List any allergies:

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Does your child have any physical conditions that will limit activities?

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List any trauma, separation or illness experiences with any family member of which the school should be aware:

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Please List **First** and **Last** names and **telephone numbers** of family and friends who are allowed to pick up your child from the After School Program. Children will only be released to you or the individuals listed below unless written notice is made with the school office beforehand.

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- Families will be billed for use at the end of each month for their selected plan or for drop-in charges. The first bill will be posted on September 5<sup>th</sup> and all payments are due by the 15<sup>th</sup> of each month. The last bill must be paid by May 31<sup>st</sup>, 2024.
- Drop-in charges will accrue through half-hour intervals. Drop-in rate is \$15/hour.
- All preschool children will be signed in on their classroom roster in the morning and out on the classroom roster after school by a staff member. A staff member will also sign the children out of the Before School Program in the morning and in to the After School Program in the afternoon on the Before and After School Program Daily Rosters.
- Parents/guardians must sign child(ren) in on the Before School Daily Roster during the morning hour and sign their child(ren) out on the After School Daily Roster when picking up at the end of the day.
- The Before and After School Program is a service offered to Shepherd of the Desert families. Late tuition or fees payments may forfeit the use of the program. Adverse student behavior may also be grounds for forfeiting use of the program.
- **The hourly rate increases \$1.00/minute for children who have not been picked up by 5:00pm.**
- No discount is offered for prepayment.

I/We promise to pay the full tuition and fee amounts for the 2023-2024 school year. If we miss a payment, I/we will receive notice. If the remaining debt persists, enrollment may be suspended or ended. Enrollment for the following year (2024-2025) is subject to full payments of the 2023-2024 tuition and fees by May 31<sup>st</sup>, 2024. A monthly charge of \$35 or 7% will be applied when a late tuition or fee payments exist. The first tuition payment is due on or before August 1<sup>st</sup>, 2023. Tuition and fee payments are collected during a ten month cycle through our FACTS Management system.

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Parent/Guardian Signature & Date

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Parent/Guardian Signature & Date