



ARBOR MONTESSORI SCHOOL



Enrichment Policies for 2010-2011

REGULAR ENRICHMENT CONTRACT: Arbor's after-school Enrichment Program is available for children aged five and older. To ensure a space on a consistent basis, you must reserve by annual contract (see enclosed). Primary children are eligible for Enrichment on their fifth birthday. If this occurs mid-year and you plan to enter the program at that time, please inform us now so that we can plan staffing and budget accordingly.

EMORY COURTESY CARE: From 3:00-3:30 PM we offer free care for siblings of Emory students only. This service is offered due to the 3:00 PM dismissal time at both campuses, and allows parents to pickup at both locations without incurring a late fee. Parents interested in this service must fill out an Enrichment contract and write "*Emory sibling courtesy care*" on the form.

DROP-IN CARE: This service is offered to parents who have foreseeable non-emergency needs for child care. Reservations must be made in advance by calling the office. A reservation made on the same day is considered Emergency Care (see section below) and will be charged at a higher rate. Parents reserving a drop-in space with the office are also responsible for notifying the teacher that their child is going to Enrichment.

2:30-6:00	Five-year-olds	\$24 per day
3:00-6:00	Elementary age	\$22 per day

EMERGENCY CARE: If you have an emergency beyond your control, we will care for your child until someone picks up him/her. Please call the office as soon as possible to let us know of your emergency. If you need care on the same day that you call, the drop-in fee will be **\$24** for all ages.

CHILDREN UNCLAIMED AFTER PICK-UP TIME: Occasionally, children find themselves waiting after pick-up time and their parents have not called. At the Central Campus, such children will be signed into Enrichment and an attempt will be made to contact the parents. Children remaining beyond 3:15 PM at the Emory campus will be placed on the Arbor shuttlebus and cared for in Enrichment at the Central Campus until an authorized person picks them up there. An attempt will be made to contact the parents. Late fees will apply.

Parents must pay a late fee of \$9 per 15-minute period if they arrive after the conclusion of the usual dismissal time:

- * Up to 15 minutes late \$ 9
- * 16-30 minutes late..... \$18
- * 31-45 minutes late..... \$27