

EST 1982

PORTLAND WALDORF SCHOOL



PWS Aftercare Registration

September 2018

Please check current availability when scheduling.

Please complete a separate form for each child attending aftercare. Indicate on the calendar below the time you expect to pick up your child each day.

Aftercare rate is \$7/hour, and will be billed at the end of the month following services rendered.

By registering your child for aftercare, you are agreeing to the rates, rules, and policies detailed on the back of this form.

Contact Info:

Early Childhood Cricket Care
503-654-2200 x475
Emergency #: 503-729-7270

Grades Grasshopper Grove
503-654-2200 x421
Emergency #: 503-680-0714

School Address

2300 SE Harrison Street
Milwaukie, OR 97222
503-654-2200

Student Name _____

Sibling Name(s) _____

Parent Names _____

Teacher Name _____

Grade/EC Class Name _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Labor Day	4 First Day Of School	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

AFTERCARE RULES AND POLICIES

Days, Locations & Hours

Aftercare is available at PWS on most days school is in session. It is not available on the day before winter break or the last day of school. Grades 1-8 Grasshopper Grove Aftercare program is located in the Charles Forster Aftercare Room in the north wing of the basement. The Early Childhood Cricket Care Aftercare program is held in a designated kindergarten room. The EC Aftercare program runs from 1:00 - 5:30pm. In order not to disrupt rest time, providers prefer that children in EC Aftercare not be picked up between 2:00 and 2:30pm. Please be on time when picking up your children from aftercare. The aftercare program ends promptly at 5:30 pm for EC and Grades. **\$1.00 will be charged for every minute you are late after the 5:30 pm closure time.**

Aftercare Registration, Rates & Payment

Monthly aftercare registration forms are available in the school office, on our website, or from any of our aftercare providers. Please complete a separate form for each child. Indicate expected pick up times on each day. **Aftercare is available only if there is space available.** Please call or check the posted calendar on front office door for updated availability.

The aftercare rate is \$7/hour and is pro-rated by the minute for partial hours. Please be sure to sign your child out each day at pick-up to ensure an accurate calculation of time in care.

Invoices will be emailed to you each month *after* services have been provided. Payments can be made online via bank account or credit card, or at the Main Office by cash/check. Past due amounts owed to the school, such as for tuition, aftercare, instrument rentals, and sports activity fees, will exclude your child from future aftercare attendance until all of your accounts are current.

Limited Space in Grades Aftercare

Grades Aftercare has limited spaces available, and *is FULL with 30 students*. Because of licensing regulations, we are not able to exceed these limits. To be sure your student has a space, please pre-register. We cannot admit students to the program beyond the limited number and ask that you find alternate arrangements for your child when we are at capacity. Likewise, if your student is registered for aftercare and will not be using their spot that day, please notify the office as soon as possible so that the spot may be used by another student.

Arrival & Departure from Aftercare

Registered students are required to report to aftercare as soon as class is dismissed. *If they have not arrived within 15 minutes after dismissal, they will be considered missing and the Missing Child Protocol will begin.* Parents must inform the office if they decide to cancel their child's aftercare attendance for any reason.

A parent or other **pre-authorized** adult must pick student up from Aftercare. Students may not check themselves or each other out.

If a non-parent/guardian is picking a student up, the parent must call the main office during the day to give the name of the adult picking up. At pick up, the aftercare teacher will ask the adult's name (and may request to see ID) and will verify if that adult's name is on list of people approved for pick-up. If the adult is on the list, the teacher will record the adult's name and release the student. If the adult is not on the list of people approved for pick-up, and there was no note from the office approving this person for pick-up, the teacher will call the parent using the official school roster to confirm approval. It is not acceptable for the student or adult to call the parent and hand the phone to the teacher, nor to provide the parent's phone number. If the parent cannot be reached for approval, the teacher will not send the student home with the un-approved adult.

THANK YOU FOR COOPERATING WITH PWS IN OBSERVING THESE POLICIES.