

Liberty Elementary School's After-School Program

Eligibility:

Any child enrolled in grades K-4 at Liberty Elementary School is eligible for our After-School Program.

Hours:

2:30 until 6:00 PM. on all school days. After-Care will not be available when schools are operating on a half-day schedule, closed or dismissed early due to inclement weather.

Fees:

\$9.00 per day per child or \$45.00 per week

For two or more children in a family:

\$8.00 per day for each child or

\$80.00 per week for 2 children or

\$120.00 per week for 3 children

**Late pick-up will be \$1.00 per minute after 6:00 PM. If your child is picked up late three times, he/she will be released from the program.

DAILY SCHEDULE

2:30 - 3:00 Snacks

3:00 - 4:00 Work on homework and other quiet activities

4:00 - 6:00 Supervised activities, such as games, reading, or outdoor play

6:00 All children must be picked up by 6:00 or late fee is charged.

POLICIES AND PROCEDURES

Enrolling:

A parent or the legal guardian must enroll each child. Enrollment forms are available in the school office and must be completed before a child may stay in the After-School Program. A \$5.00 registration fee should be paid at the time of enrollment.

Collection of Fees:

Fees are paid each week. You may also choose to pay bi-weekly or monthly. **A child owing more than two weeks of fees may not return until the account is paid.** *A returned check must be taken care of before you can pay with another check. After two returned checks, you will be asked to pay in cash for the remainder of the year.

Discipline

All children are expected to behave in our After-School Program. If he/she does not behave, appropriate action will be taken and the parents will be notified. **Continued misbehavior will result in removal from the program.**

Illness

A parent or guardian will be called to pick up a child who is sick or injured.

Pick-Up: Children are to be picked up in the afterschool care room any time before 6:00. Only authorized people on the enrollment form can pick up the students. If there is a change in this plan, the Director should be notified in writing.