



BEFORE & AFTER CARE POLICY

The purpose of this policy is to keep your student safe and to provide high quality services. Your adherence to this policy is required in order for your student to receive services. Services will be terminated for students and families that do not adhere to this policy.

Registration

No student will receive services from the Monarch Before & After Care Program that does not have a completed and signed registration form by their parent/guardian.

Hours of Operation

The Family Foundations Academy Monarch Before & After Care Program is open from 6:30am – 8:30am (before care) and 4:30pm – 6:30pm (after care). No child is permitted in the building before **6:30am or after 6:30pm** unless they are participating in an approved activity.

Students who are not registered to attend the Monarch Before and After Care Program are **not permitted** in the building prior to **8:30am or after 4:30pm**. **Parents will be charged the \$15 per day occasional care fee for each student and for each instance where a student(s) is in the building before or after the authorized times if they are not registered for the program.**

Fees

- \$85/week for full participation in the program (both before care and after care).
- \$60/week for participation in half of the program (either before care OR after car).
- \$15/day for occasional care or on an as needed basis.

Payment of Fees

Payment of fees is due every **Monday by 6:30pm the week that services are provided..** Your child will not be able to receive care for that week if payment is not received by 6:30pm. A late fee of \$25.00 will be charged for payments not received by the due date. If your student is **picked up after 6:30pm**, you will be charged a late fee of \$1.00 per minute past 6:30pm. Late pick up fees **must** be paid when the student is picked up. Your student will not be able to return to the Monarch Child Care Program until all late fees are paid.

Parents are required to place the payment in the pre-printed envelope and complete the following information: **Student Name, Dollar Amount Enclosed, week the payment should be applied to.** Checks and Money Orders should be made payable to Family Foundations Academy.

- One check can be used for more than one child. Please indicate the names of the children on the envelope and how much money should be applied for each student.



- Any checks that are returned from the bank with non-sufficient funds, closed account, etc. must be settled immediately. *Please see the Returned Check Policy below.*
- The school is not responsible for lost or stolen money given to a student for payment of before & after care services.

Returned Check Policy

- Any check returned for insufficient funds, closed account, etc. must be settled immediately with the school.
- The entire amount of the returned check will automatically be debited to the student's account.
- A letter will be sent to the parent(s)/guardian(s) informing them that the school received notice from the bank regarding a returned check and the amount of money due. Payment is required by cash or money order within three (3) business days after the notice is sent. The student will be unable to attend before & after care until the amount of the returned check is satisfied along with a **\$35.00 returned check fee.**
- The school will not accept a check as payment for any school activity or program from the parent(s)/guardian(s) for a period of up to one year from the date that the obligation is paid. The Before & After Care Coordinator will place a notification on the student's account instructing the staff not accept checks as payment for services. If a check is given as payment on a blocked account, the check will be returned to the student and they will be reminded that payment must be received in the form of cash or money order.

Penalties for Non-Payment of Fees

- Report cards, field trips, school-sponsored activities, and other privileges will be withheld until the outstanding balance is paid in full.
- Payment by cash or money order is required if a student's parent(s)/guardian(s) is attempting to satisfy a balance within two weeks of a school sponsored activity.
- Students with outstanding before & after care balances after the final day of school will not be re-enrolled for the following school year until the balance is paid in full and space is available at the time of payment.
- Referral to an outside collection agency if payment is not received within thirty (30) days.