

After School Policies (Pick-Up, Extra-Curricular Activities, Care)

Infants (Pre-K, K1 & K2) without siblings in grades 1-6

- Infants without siblings in grades 1-6 need to be picked up before 1:15 p.m.
- Parents need to park, then collect their children from the classroom and sign them out.
- Parents must vacate the parking lot by 1:15 p.m. to make way for the parents coming to collect their children at 1:45 p.m.
- If children in grades pre-K, K1 and/or K2 have older siblings, the following rules will apply.

Grades Pre-K - 6

- Students will be lined up and ready to leave before 1:45 p.m., so that they can exit the classroom as soon as the bell rings.
- Students who are not in extra-curricular activities or after-school care will line up by grade under the tree by the gate between 1:45 – 2:00 p.m.
- Class teachers will escort students to the parking lot and supervise them until 2:00 p.m., giving parents 15 minutes to collect their child(ren).
- Parents are encouraged to circle and collect their children; parking is, however, available if you would prefer to walk in and pick up your children.
- Parents must still sign-out their Infant children; thus, these parents must park and collect their children. The teachers will have the sign-out books with them.

- On Mondays and Fridays the parking lot needs to be cleared by 2:10 p.m. since tennis starts there at 2:15 p.m. Church House parking can be used if necessary.
- Teachers and students need to identify parents and send their children out to be picked up.
- At 2:00 p.m. sharp, students will be sent to the canteen to wait for their parents. This location will change to the library once extra-curricular activities start.
- Students waiting in the canteen area need to write down their names in a notebook. Parents need to sign out their children when they pick them up.
- If parents want their children to play in the playground or on the fields after school, they are welcome to do so provided parents supervise their own child(ren).
- When it is not raining, assistant teachers supervising after-school care may consider letting the children play outside if space permits and numbers are not too great.
- Children registered for after-school care will pay the following flat fees:
 - From 2:00 – 3:00 p.m. - \$50.00
 - From 3:00 – 4:00 p.m. - \$150.00
 - From 4:00 – 5:00 p.m. - \$150.00
 - From 5:00 onwards - \$1000.00/hour
- Whether the child is in after-care for the whole hour or part thereof, they still pay the whole flat fee.
- Unregistered students will pay the following flat fees:
 - From 2:00 – 3:00 p.m. - \$200.00
 - From 3:00 – 4:00 p.m. - \$300.00

- From 4:00 – 5:00 p.m. - \$300.00
 - From 5:00 onwards - \$1000.00/hour
- To register your child for after-school care, you must notify the class teacher in advance, identifying which days and for what period of time your child will be in after-school care. (i.e. You have one child in chess on Mondays, so if your other child is not doing an activity, you would register him/her for after-school care).
 - You can also register your child for after-school care with the Office up until 12:00 p.m. on the day that the child needs after-school care. (i.e. You learn in the morning that you have a meeting, so you call the Office to register your child for after-school care for that afternoon. Another example could be you have a Board meeting next week, so you notify the Office that your child needs after-school care next week.)
 - Parents will be charged \$200 between 2:00 and 3:00 p.m. for not picking up their children on time (if they are not registered for after-school care or they are not in an activity).
 - For those children whose siblings are in extra-curricular activities that do not finish until 3:30, they will pay the 2:00-3:00 after-school care fee (\$50.00).
 - After care charges from 2:00 – 3:00 p.m. will be waived for Senior students who start Tennis at 3:00 p.m.
 - Registered students waiting for siblings whose activities end at 4:00 p.m. will only be charged \$50.00 for after-care between 3:00 – 4:00 p.m., rather than the 3:00 –

4:00 p.m. registered price of \$150.00. (The 2:00 – 3:00 p.m. registered after care price remains at \$50.00)

- If students' activities finish at 3:00 p.m., parents must pick up their children promptly at 3:00 p.m. If students' activities finish at 4:00 p.m., parents must pick up their children promptly at 4:00 p.m. There is no pick up window.
- If parents are late picking up their children from activities, they will be billed the unregistered after-care fees.