

## CALGARY WALDORF SCHOOL

### Preschool, Kindergarten & Grades 1 – 6 Aftercare Program 2017/18 School Year

The Calgary Waldorf School offers an Aftercare program to children enrolled in our Kindergarten, Preschool and Grades One to Six Programs. We know it is preferable for children to go home with their parents after their regular classes but when this is not possible, we believe it is best to provide extended care in an environment consistent with the Waldorf School values and approach to childhood development.

Our staff members have qualifications and training in Daycare, Waldorf education and Provincially-certified teacher education. The programs are held in the Kinderwing and the staff work closely with our teaching staff to provide a smooth transition for each child from their regular classes to the Aftercare program.

#### Aftercare Hours/Days

Early Childhood Aftercare operates 11:30 am to 5:30 pm each school day for Kindergarten/Preschool students. Grade School Aftercare operates each full school day 3:00 pm to 5:30 pm for Grades 1 to 6 students. The Aftercare will **not** operate on the School's holidays, organizational days or professional development days. A colour coded calendar of the school year will be available showing the exact days when each Aftercare is in session as each program differs based on the schedule of classes.

#### Daily Routine

Early Childhood Children are picked up by the Aftercare staff from their Preschool/Kindergarten programs and spend the afternoon based in the West Classroom of the Kinderwing. Their afternoon includes lunch time, outdoor play, occasionally short walks around the schoolyard or trips to the elementary playground, rest time, a late afternoon snack, free play with active and quiet games or activities.

Parents are responsible for providing a nutritious lunch (snacks are provided by the program), dressing their child in appropriate clothing for the weather (and extras for unforeseen circumstances) and signing out their child at pick-up. The teacher will give you more detailed information upon registration.

Grade School Children are met by the staff member in the boot room at 3:00 pm and after a period of outdoor play they go to the East Classroom in the Kinderwing for a snack (provided by the program), followed by time for indoor play, games, reading or homework until picked up by their parent.

#### Program Registration

Parents must submit a completed Registration Form and Pre-authorized Payment Form **before** their child joins the Aftercare program including Occasional-use children. Please note that children must be fully toilet trained.

#### Annual Aftercare Fees 2017-18 Year

Annual Fee Amounts are payable in 10 monthly installments and amounts are based on the child being in the program for the full school year. Since the number of days vary from month to month, amounts will be adjusted if the child leaves or enters the program mid-year.

Fees for occasional use will be charged on the 15<sup>th</sup> of the subsequent month.

#### Monthly Fees Based on Full Year Enrollment

Program	Hours	5 days/wk	4 days/wk	3 days/wk	2 days/wk	1 day/wk	Occasional
EC Aftercare	11:30 to 3:00 pm	\$405/mo	\$345/mo	\$275/mo	\$200/mo	\$ 100/mo	\$35/day
EC Aftercare	11:30 to 5:30 pm	\$595/mo	\$515/mo	\$415/mo	\$297/mo	\$160/mo	\$60/day
EC & Gr. 1 – 5 Aftercare	3:00 to 5:30 pm	\$320/mo	\$275/mo	\$220/mo	\$155/mo	\$ 80/mo	\$25/day

**Overtime Fees**

If a child is registered in the program until 3:00 pm and is picked up after 3:10 pm the parents will be charged \$15 per hour (or any portion of an hour) until pick-up to a maximum of \$25 providing their child is picked up by 5:30 pm.

If a child is registered until 5:30 pm and is picked up after 5:35 pm the parents will be charged \$25 for each 15 minute segment or any portion of the segment. Pick-up after 5:30 pm is particularly difficult for staff and we therefore want to make every effort to discourage it.

If a parent is late picking up their child more than three times they may be asked to leave the program.

Parents will sign a pre-authorized agreement allowing the School to debit their bank account for regular fees and for overtime or occasional-use fees on a monthly basis.

**Admission**

The Aftercare program is open to families already registered in the Calgary Waldorf School's Preschool, Kindergarten and Grades One to Five programs. Acceptance is generally on a first-come, first-served basis after the annual registration date is announced. Priority may be given to renewing student, siblings and those requiring more days per week. Occasional-use spaces will only be available when there is room in the classroom and Daycare regulated supervision ratios and groupings can be met.

**Subsidies**

Parents may apply for a Provincially funded childcare subsidy to reduce their fee costs. Subsidies are based on family income. Information Sheets and Application Forms for the Childcare subsidy Program are available at the school office or visit their website at: [www.child.gov.ab.ca/childcaresubsidy](http://www.child.gov.ab.ca/childcaresubsidy)

CALGARY WALDORF SCHOOL  
**Registration Form for Aftercare Program - 17/18**

**WEEKLY REGULAR REGISTRATION:**

Please select the days/times your child will attend the Aftercare Program for the 2017/18 school year:

Monday:	11:30 to 3:00 _____	OR	11:30 to 5:30 _____	OR	3:00 to 5:30 _____
Tuesday:	11:30 to 3:00 _____	OR	11:30 to 5:30 _____	OR	3:00 to 5:30 _____
Wednesday:	11:30 to 3:00 _____	OR	11:30 to 5:30 _____	OR	3:00 to 5:30 _____
Thursday:	11:30 to 3:00 _____	OR	11:30 to 5:30 _____	OR	3:00 to 5:30 _____
Friday:	11:30 to 3:00 _____	OR	11:30 to 5:30 _____	OR	3:00 to 5:30 _____

Aftercare is only available when regular classes are in session.

**WEEKLY REGULAR USE FEES:** Regular Use Fee Rates are charged based on the days selected above. Additional times or different days will be charged at the Occasional Use Fee Rate. The first month's fee will be charged upon registration as a non-refundable deposit. Thereafter each month's fee will be charged one month in advance, on the first of each month while in attendance according to the times/days registered above. Written notice must be received by the School, one month in advance to cancel or reduce payment for attendance. The initial deposit upon registration will not be refunded. Overtime or additional fees for extra days will be charged on the 15th of the next month.

**OCCASIONAL USE REGISTRATION**

\_\_\_\_\_ I wish to register my child for Occasional Use of the Aftercare Program.

All forms must be completed before occasional use can be used. Occasional-Use must be arranged on the prior school day and only when space is available.

**OCCASIONAL USE FEES:** Occasional Use will be totalled at the end of each month and charged to the parents' account on the 15<sup>th</sup> of the next month. Invoices are emailed to one of the email addresses listed below.

FEES are payable by Pre-authorized Agreement – please sign the agreement on the reverse of this page.

Child's Name: \_\_\_\_\_

_____ Surname	_____ Legal First Names
Child enrolled in 17/18: _____ Sunflower Preschool (AM) _____	Buttercup Preschool (PM) _____
Marigold Kindergarten: _____ Fairybells Kindergarten: _____	Hollyhocks Sr. Kindergarten (PM): _____
Grade One _____ Grade Two _____ Grade Three _____	Grade Four _____ Grade Five _____

Birthdate: \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_ Date to start in Program \_\_\_\_\_

1<sup>st</sup> Parent/ Legal Guardian

2<sup>nd</sup> Parent/ Legal Guardian

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ PC \_\_\_\_\_

\_\_\_\_\_ PC \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Bus./Cell Phone: \_\_\_\_\_

Bus./Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

*Occasional & Overtime Invoices are sent to one of the emails listed above.*

In addition to my child's enrollment in Calgary Waldorf School Preschool, Kindergarten or Grade School programs, I wish to enroll my child in the Calgary Waldorf School's Aftercare program. Final acceptance of your child's enrollment is conditional upon available space and acceptance into the School's Preschool, Kindergarten or Grade School programs. The Calgary Waldorf School reserves the right to refuse admission or require the withdrawal of any child should the school decide it is best for the child or the School.

\_\_\_\_\_  
Signature of Legal Parent or Guardian

\_\_\_\_\_  
Date

The Calgary Waldorf School collects personal information only for reasonable purposes related to school operation, administration, educational and volunteer activities according to our Privacy of Personal Information Policy. Once a student is accepted and enrolled in the school the information provided on this form (student name(s), parent/guardian name(s), addresses and home phone numbers) will be published in the Waldorf School Family Directory which is distributed to school staff and families.

CALGARY WALDORF SCHOOL

**After Care - 2017/18  
Pre-authorized Debit (PAD) Agreement**

**Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

I/We the above named person(s) authorize the Calgary Waldorf School to debit my/our bank account according to the following payment schedule:

- Upon registration the September fee will be charged on the first of June, 2017 (or when received by the school office if later) as a non-refundable deposit.
- On the first of each month the child attends the Aftercare program, the next month's fee will be charged based on the times the child is registered in the program. For example, on September 1<sup>st</sup> the October Aftercare fee will be charged.
- On the fifteenth of the month, Overtime or Occasional-use fees owing from the previous month will be charged

Mid-year withdrawals require one month's notice in writing to cancel monthly fees for the registered program.

Each payment shall be the same as if I had personally issued a cheque authorizing the Bank to pay the Calgary Waldorf School as indicated and to debit the amount specified to my account.

If a payment is rejected by the Bank for insufficient funds, the Calgary Waldorf School is authorized to represent the payment debit until the payment is processed successfully.

I will notify the Calgary Waldorf School promptly in writing if I move the account from one bank or branch to another, or if there is any other change in the account.

I have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)

I may revoke my authorization at any time, subject to providing notice of 30 days. To obtain a sample cancellation form, or for more information on my/our right to cancel a PAD Agreement, I/we may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca). Send cancellations or change of account information to Calgary Waldorf School, 516 Cougar Ridge Dr. SW, Calgary AB T3H 5G9 Attn: Financial Manager.

I may understand that if I/we cancel this authorization, it does not mean that my/our contract obligations to the Calgary Waldorf School are ended.

All the persons who are required to sign the account or credit card have signed this PAD Agreement.

This Agreement assumes the account used is a personal account.

If the Agreement is for a Business account, please initial here: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**\_\_\_ A VOID CHEQUE IS ATTACHED or  
\_\_\_ PLEASE USE THE SAME BANK ACCOUNT/CREDIT CARD INFORMATION AS  
PROVIDED FOR MY PRE-AUTHORIZED TUITION FEE PAYMENTS**