

CALGARY WALDORF SCHOOL

Aftercare Program Information and Registration 2023/24

Registration forms are required for all students using Early Drop Off or the Aftercare Program.

Early Childhood and Grades 1 – 6 Aftercare

The Calgary Waldorf School offers Aftercare to children enrolled in our Preschool and Kindergarten programs and in Grades One to Six. 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 Early Childhood Development and Education, Waldorf Education and/or 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

The Aftercare operates each full school day from 3:00 pm to 5:30 pm. The Aftercare will **not** operate on the School's holidays, organizational days, during parent teacher conversations, professional development days or on days with noon dismissal.

Early Drop Off – beginning at 7:30 a.m.

Early drop off is available for Preschool, Kindergarten children. Younger grade school children may also be admitted (subject to available space- please contact the school office if you are interested). Occasional use (drop ins) cannot be accommodated for early drop off.

Daily Routine

Early Childhood Children are cared for in the middle classroom of the Kinderwing. Children are gathered from their classrooms by the Aftercare staff. Their daily routine includes a late afternoon snack (provided by the program), free-play indoors and/or outdoor play time. More detailed information is provided at the beginning of the school year.

Grade School Children are met by the Aftercare staff member at 3:00 pm and after a period of outdoor play they go to 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 programs. This includes Occasional-use children. Please note that children must be fully toilet trained.

Monthly Fees Based on Full-Year Weekly Enrolment

Program	Hours	5 days/wk	4 days/wk	3 days/wk	2 days/wk	1 day/wk	Occasional
Aftercare	3:00 to 5:30 p.m.	\$340/mo	\$292/mo	\$232/mo	\$163/mo	\$85/mo	\$25/day
Early Drop Off & Aftercare	7:30 a.m. & 3:00 to 5:30 p.m.	\$427/mo	\$358/mo	\$282/mo	\$198/mo	\$103/mo	\$36/day
EC Early Drop Off Only	7:30 a.m.	\$175/mo	\$140/mo	\$105/mo	\$70/mo	\$35/mo	\$12/day

Annual Aftercare Fees 2023/24 Year

Annual Fee Amounts are payable in 10 monthly instalments 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. There are no refunds or make-up-days for days not used.

Fees for occasional (arranged drop-in) use will be charged on the 15th of the subsequent month.

Weekly Regular Use Fees

Regular Use Fees are charged based on the days selected on the registration form. Additional times or different days will be charged at the Occasional Use 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. 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 (Arranged Drop-in)

All children attending the aftercare program must complete a Registration Form and return it to the school office one full school day in advance of use. Occasional-Use must be arranged with reception on the prior school day and is on a space available basis. Early Drop off (Before Care) is not available for occasional users.

Occasional Use fees will be totalled at the end of each month and charged to the parents' account on the 15th of the next month. Invoices are emailed to one of the email addresses listed on the registration form.

Overtime Fees

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.

Fees

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. This is on the back of the Registration Form.

Admission

The Aftercare program is open to families already registered in the Calgary Waldorf School's Preschool, Kindergarten and Grades One to Six 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. Please visit: www.child.gov.ab.ca/childcaresubsidy for more information.

CALGARY WALDORF SCHOOL

Early Drop off & Aftercare Registration Form 2023/24

REGULAR WEEKLY USE REGISTRATION

Please select the days/times your child will attend the Program *each week* during the 2023/24 school year:

Early Drop Off – Beginning at 7:30 a.m.

Mon. Tues. Wed. Thurs. Fri.

Aftercare 3:00 – 5:30 p.m.

Mon. Tues. Wed. Thurs. Fri.

- Regular Use Rates are charged based on the days selected above. There are no refunds for missed/unused days.
- Additional times or different days will be charged at the Occasional Use 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 1ST 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 (no need to choose days above, occasional use can occur on any day)

I wish to register my child for Occasional Use (pre-arranged drop-in) of the Aftercare Program (N/A for Before Care).

- All forms must be completed before a child can attend for occasional use.
- Occasional-Use must be arranged on the prior school day and is available only when there is space in the program.
- OCCASIONAL USE FEES: Occasional Use will be totalled at the end of each month and charged to the parents' account on the 15th of the next month. Invoices are emailed to one of the email addresses listed below.

Aftercare is only available on days when regular classes are in session.

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

Child's Name: _____ Birthdate: _____ M _____ F _____
Surname First Name

Child's Program or Grade 2023/24: _____ Date to start in Program: _____

1st Parent/ Legal Guardian

Name: _____

Address: _____

_____ PC _____

Home Phone: _____

Bus./Cell Phone: _____

Email: _____

2nd Parent/ Legal Guardian

Name: _____

Address: _____

_____ PC _____

Home Phone: _____

Bus./Cell Phone: _____

Email: _____

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

In addition to my child's enrolment in Calgary Waldorf School Preschool, Kindergarten or Grade School programs, I wish to enrol my child in the Calgary Waldorf School's Aftercare program. Final acceptance of your child's enrolment 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.

CALGARY WALDORF SCHOOL

Aftercare - 2023/24 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, 2022 (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 1st 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

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. 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

Before & After Care Program Information - 2023-24 (remove and keep for your records)

Days and Hours:

Care is offered only on school days. It is not offered on Parent Teacher Conversation days and Aftercare is not offered on school days with noon dismissal (two to three per year).

Before School: Children can be dropped off 7:30 am or later.

After School: 3:00 to 5:30.

Contact Information:

- **Occasional (drop-in) booking, absences, messages etc.:**

Email: reception@calgarywaldorf.org Phone: 403-287-1868

Our receptionist will help you or direct your call accordingly.

- **To reach Aftercare from 3:00 to 5:30 to advise of late pick up or other urgent communication:**

Elementary Aftercare: 403-287-1868 EXT. 181

Early Childhood Aftercare: 403-287-1868 EXT 183

403-287-1868 is the main school phone number. Key in the extension number *during* the voice mail message and you will be directed to the appropriate classroom where your call will either be answered or go to the aftercare voice mail box. Please leave a message if you get the voice mail.

Aftercare Occasional Use Booking- (N/A for Before Care):

- Please call or email the main school office the day before to verify availability and book.
- All occasional (drop-in) aftercare is subject to space availability.
- A registration form **MUST** be on file prior to children attending the program. A Registration form can be found on our web site or you can pick one up from the office.

Aftercare Location and Access:

- Both the Elementary and Early Childhood aftercare programs are located in the Kinderwing.
- The main double doors off of the breezeway are locked daily at 3:30 pm.
- After 3:30 you can access the Kinderwing using the west side door into the vestibule from the yard (beside the gate).

Before Care Location (Not Available for Drop In Use):

- Early morning care takes place in the Kinderwing in the middle classroom (Preschool room).
- From 7:30 am onwards the double doors off the breezeway will be unlocked
- Bring your child to the room and be sure to sign them in.

Pick Up

- Children can be picked up anytime from 3:00 to 5:30
- All children must be signed out.
- If you are collecting your Elementary child from the playground, be sure to advise aftercare staff and sign them out.
- Only authorized adults may sign out your child. Advise staff if someone else is coming to pick up your child. Messages can be left with reception prior to 3 pm with such instructions.

Daily Routines

Elementary Aftercare

- At 3:05 dismissal from classes, children meet aftercare staff outdoors by the shed just across from the boot room doors
- 3:05 pm to approximately 3:45 pm – Playtime outside! As for any school day, appropriate outdoor clothing is a must.
- 3:45 pm to approximately 4:30 pm – Snack time in the Elementary Aftercare room in the Kinderwing. A healthy, light snack will be provided.
- 4:30 pm to 5:30 pm – Inside activities. This time may include, art projects, board games, imaginative play, reading etc.

Early Childhood Aftercare

- At 3:00 dismissal, children are met by the aftercare staff at the middle Preschool room in the Kinderwing. The afternoon generally starts with outdoor playtime in the kinderyard. A healthy, light snack will be provided to the children when they return inside followed by inside playtime until they are picked up.

A Few Reminders...

- The Early Childhood Aftercare Program follow the same rules as the preschool/kindergarten regarding clothes and toys from home. Please refer to the Parent Handbook for details.
- The Aftercare programs have the same respectful behaviour expectations as is expected in the classroom during the school day.
- Parents can expect communication if their child is having difficulty with expectations.

Illness & Medications

- If your child requires the administration of medication during any class time, including aftercare, a Medication Authorization form must be filled out prior. The forms are available from the school office. The medicine must be given to a teacher at the beginning of the day, along with the completed form, to be kept in a secure area out of reach of other children.
- Epipens: If your child has an Epipen and attends aftercare, an extra epipen will need to be kept in the aftercare room unless your child happens to carry one on them at all times.
- Please bear in mind that school/aftercare programs are not a soothing environment for a child who is not feeling well. Keep your child's best interests at heart and make back-up arrangements when the need arises.