



Davis Waldorf School

Inspired Learning for the Whole Child

2022-2023 Aftercare Billing Information

The contracts for Junebug (PK & Kinder) and Sunflower (1st - 4th) Aftercare must be submitted by August 31st. Drop-in care is NOT available during the first two weeks of school, so a contract must be on file in order for care to be provided.

RATES

- The CONTRACTED RATE is \$4.00 per half hour for aftercare, billed in quarter-hour increments.
- The DROP IN RATE is \$5.50 per half hour, billed in quarter-hour increments.
- A discounted rate is available to families who sign a FULL YEAR contract. Please refer to the Aftercare Contract Comparison and Price Example documents at the end of this packet for more information.

INVOICES

- Invoices must be paid in a timely manner. There is a \$20 fee charged for a late payment.
- When billing, we will include any prior unpaid invoices. If there are two outstanding late invoices, students may not attend aftercare until they are paid.
- Invoices will be mailed by the 10th of the following month.
- Payment is due on the last day of the month in which you received the invoice.
- The billing periods for aftercare are listed below:

MONTH <i>Billing Period</i>	# of School Days where Aftercare is available	# of Days where Vacation Care is available	Dates Vacation Care is available
September	17 PK & Kinder, 18 Grades	-	-
October	20	1	Oct. 24 - <i>In Service Day</i>
November	16	3	Nov. 21 - 23
December	15	5	Dec. 26 - 30
January	19	-	-
February	15	4	Feb. 21 - 24
March	22	1	Mar. 20 - <i>In Service Day</i>
April	10	10	Apr. 3 - 7; Apr. 10 - 14
May	22	-	-
June	6 PK & Kinder, 7 Grades	-	-
Full Year	162 PK & Kinder, 164 Grades	24	-



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Sunflower & Junebug Aftercare Policies 2022-2023 School Year

THE SUNFLOWER PROGRAM (1st - 4th Grade) is available from dismissal until 5:30 pm on school days. The purpose of our Aftercare programs is to provide a supportive continuation of the school day in a familiar and secure environment. Drop-In care is available based on space and staffing availability.

THE JUNE BUG PROGRAM (Preschool & Kindergarten) is available from dismissal until 5:30 pm on school days. The Program provides a supportive continuation of the school day in a familiar and secure environment for the preschool- or kindergarten-aged child. Drop-In care is available based on space and staffing availability.

AFTERCARE CONTRACTS

DWS offers two options for contracts:

- a FULL YEAR contract with a discounted rate OR
- an ADJUSTABLE contract with the standard contracted rate.

Both types of Aftercare Contracts are included in the Back to School Packet released in August and are available online on the DWS Blackbaud Portal.

DROP-IN CARE

Drop-In care is available based on space and staffing availability. To sign up for Drop-In Care, parents/guardians must contact the office (by phone, email, or in-person) and receive confirmation that space is available in the program during their desired times on their desired days. If you have not received written or verbal confirmation from the office that a spot has been reserved for your child in the program, your child will not be able to attend.

SIGN-IN AND SIGN-OUT FOR AFTERCARE

Children must be signed in and out from the program. There is a binder with a page to track monthly hours spent in aftercare for each child. 1st and 2nd Grade children are walked to the appropriate Aftercare program by a staff member and signed in. Children in 3rd Grade and up are responsible for getting to the program and signing-in on their own. Aftercare billing begins when school is dismissed, regardless of sign-in time. When you (or a person authorized by you) picks up your child, the time is noted when the adult signs-out the child. Aftercare ends at 5:30 pm. You may pick up your child as late as 5:30 pm with the understanding that the final 20 minutes of the program includes cleanup. The aftercare teacher leaves promptly at the end of the day. After 5:30 pm, there is a late pick-up fee.

VACATION CARE

Vacation care for both the Sunflower and Junebug programs is scheduled by separate contract and is made available during select school holidays, provided the minimum enrollment threshold is met. Vacation care is not available during the 1-2 weeks after school dismissal in June, the two-three weeks before school begins in September, and the weeks that include Christmas and New Year's Day.

PROGRAM POLICIES

- Children must be signed out each day they participate in the program with a full signature by the parent/guardian/authorized individual who picks up the child.
- Davis Waldorf School rules apply to the Aftercare program, e.g. no toys from home, no electronic games or personal cell phones, clothing policy, etc.

BILLING AND FEES

- Billing is in quarter-hour increments and is rounded up to the nearest quarter hour (e.g., 10 minutes would be rounded up to .25 hours). Billing will be sent out for the previous month's activity and will be due by the end of the month.
- If payment is received more than 10 days after the due date, a late fee of \$20 will be charged, unless specific arrangements are made with the Bookkeeper prior to the payment due date.
- If a child misses contracted days, the parent/guardian is still responsible for the contracted weekly rate. Children cannot "make up" hours by attending a different day.
- Parents/Guardians will not be charged for contracted time when their child is attending one of the after-school electives unless their child opts to stay in aftercare rather than attending the elective class. No new contract is needed.
- If payment on the Aftercare account is more than 45 days past due or if any outstanding balance remains from the previous school year, the child will not be able to participate in Aftercare.
- To cancel an ADJUSTABLE Aftercare contract, parents/guardians must submit an Aftercare Contract Cancellation Form to the office **no less than 10 days** prior to the requested cancellation date. If service is not used during those ten days, the contract rate will still be charged.
- To cancel a FULL YEAR Aftercare contract, parents/guardians must submit an Aftercare Contract Cancellation Form to the office **no less than 30 days** prior to the requested cancellation date. If service is not used during those 30 days, the contract rate will still be charged.
- To change an Aftercare contract, parents/guardians must submit a new contract to the office **no less than 10 days** prior to the requested change date. If changed days are used prior to the effective date, the drop-In rate will be charged.

PENALTY LATE FEES

- If a child remains in Aftercare longer than the contracted time (5 minute grace period allowed), parents/guardians will be charged by the quarter hour at the drop-in rate.
- Late pick up charge is \$1 per minute past 5:30 p.m. This amount will be charged on the next invoice.



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Aftercare Contract Details, 2022-2023 School Year

Contract Type	Due Date	Choice of Days	Pick Up Times	Changing your Weekly Schedule	Cancellation
FULL YEAR	<p>Must be <u>submitted to the office before August 31st, 2022.</u></p> <p><i>Cannot be submitted later in the year.</i></p>	<p>Any combination of days (1-5) during the week.</p> <p>Same across all weeks contract is in effect.</p>	<p>Flexible between days within a week.</p> <p>Same across all weeks contract is in effect.</p>	<p><u>Cannot change once the school year has started.</u></p> <p>A changed schedule necessitates the submission of a new ADJUSTABLE contract <u>10 days prior</u> to the desired start date of the new schedule.</p>	<p>30 day cancellation notice required.</p> <p><i>Cannot resubmit this contract with a changed schedule.</i></p>
ADJUSTABLE	<p>FOR THE FIRST TWO WEEKS OF SCHOOL, must be submitted to the office <u>before August 31st.</u></p> <p>DURING THE SCHOOL YEAR, must be submitted to the office <u>10 days before your desired start date.</u></p>	<p>Any combination of days (1-5) during the week.</p> <p>Same across all weeks contract is in effect.</p>	<p>Flexible between days within a week.</p> <p>Same across all weeks contract is in effect.</p>	<p>A changed schedule necessitates the submission of a new ADJUSTABLE contract <u>10 days prior</u> to the desired start date of the new schedule.</p>	<p>10 days cancellation notice required.</p>

The totals provided on this page are examples of common schedules.

FULL YEAR contracts will be calculated on an individual basis after they are submitted. The total will then be divided into monthly payments (beginning in September) which will be applied to your Tuition Management Account.

ADJUSTABLE contracts are billed on a monthly basis. Upon request, the monthly total can be billed through your Tuition Management Account.

JUNEBUG

	Preschool & Kindergarten		
	3:00 PM PICK UP	4:00 PM PICK UP	5:30 PM PICK UP
CONTRACT	3 DAY <i>Total cost per year</i>		
Full Year	\$ 1,275.00	\$ 1,875.00	\$ 2,775.00
Adjustable	\$ 1,600.00	\$ 2,400.00	\$ 3,600.00
CONTRACT	5 DAY <i>Total cost per year</i>		
Full Year	\$ 2,125.00	\$ 3,125.00	\$ 4,625.00
Adjustable	\$ 2,592.00	\$ 3,888.00	\$ 5,832.00

SUNFLOWER CONT.

	2nd Grade		
	3:15 PM PICK UP	4:15 PM PICK UP	5:30 PM PICK UP
CONTRACT	3 DAY (M-W) <i>Total cost per year</i>		
Full Year	\$ 480.00	\$ 1,110.00	\$ 1,905.00
Adjustable	\$ 582.00	\$ 1,358.00	\$ 2,328.00
CONTRACT	5 DAY (M-F) <i>Total cost per year</i>		
Full Year	\$ 1,120.00	\$ 2,175.00	\$ 3,505.00
Adjustable	\$ 1,380.00	\$ 2,692.00	\$ 4,332.00

SUNFLOWER

	1st Grade		
	3:15 PM PICK UP	4:15 PM PICK UP	5:30 PM PICK UP
CONTRACT	3 DAY (M-W) <i>Total cost per year</i>		
Full Year	\$ 960.00	\$ 1,590.00	\$ 2,385.00
Adjustable	\$ 1,164.00	\$ 1,940.00	\$ 2,910.00
CONTRACT	5 DAY (M-F) <i>Total cost per year</i>		
Full Year	\$ 1,760.00	\$ 2,815.00	\$ 4,145.00
Adjustable	\$ 2,166.00	\$ 3,478.00	\$ 5,118.00

	3rd Grade -		
	3:15 PM PICK UP	4:15 PM PICK UP	5:30 PM PICK UP
CONTRACT	3 DAY (M-W) <i>Total cost per year</i>		
Full Year	-	\$ 630.00	\$ 1,440.00
Adjustable	-	\$ 776.00	\$ 1,746.00
CONTRACT	5 DAY (M-F) <i>Total cost per year</i>		
Full Year	-	\$ 1,535.00	\$ 2,885.00
Adjustable	-	\$ 1,906.00	\$ 3,546.00