

# CALGARY WALDORF SCHOOL

## Aftercare Program Information and Registration 2020/21

**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**

Both the Early Childhood Aftercare, for Preschool and Kindergarten students, and the Grade School Aftercare, for grades 1 – 6 students, operate 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 children enrolled in Preschool and Kindergarten programs. This is subject to minimum enrolment.

### **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 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 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
EC & Gr. 1 – 6 Aftercare	3:00 to 5:30 p.m.	\$330/mo	\$280/mo	\$223/mo	\$158/mo	\$83/mo	\$25/day
EC Early Drop Off & EC Aftercare	7:30 a.m. & 3:00 to 5:30 p.m.	\$415/mo	\$348/mo	\$274/mo	\$192/mo	\$100/mo	\$35/day
EC Early Drop Off Only	7:30 a.m.	\$170/mo	\$136/mo	\$102/mo	\$68/mo	\$34/mo	\$12/day

## **Annual Aftercare Fees 2020/21 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 15<sup>th</sup> 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 15<sup>th</sup> 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 on the prior school day and is on a space available basis. Aftercare staff must confirm all requests for Occasional Use.

Occasional Use fees 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 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. 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

## Early Drop off & Aftercare Registration Form 2020/21

### REGULAR WEEKLY USE REGISTRATION

Please select the days/times your child will attend the Program *each week* during the 2020/21 school year:

#### Preschool & Kindergarten Early Drop Off – Beginning at 7:30 a.m. (Subject to minimum enrolment)

Mon.                       Tues.                       Wed.                       Thurs.                       Fri.

#### Early Childhood & Gr. 1-6 Aftercare 3:00 – 5:30 p.m.

Mon.                       Tues.                       Wed.                       Thurs.                       Fri.

- Regular Use Rates are charged based on the days selected above.
- 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 1<sup>ST</sup> 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)

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

- 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 15<sup>th</sup> 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 2020/21: \_\_\_\_\_ Date to start in Program: \_\_\_\_\_

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

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

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

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

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

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

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

#### 2<sup>nd</sup> 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

# CALGARY WALDORF SCHOOL

## Aftercare - 2020/21 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, 2020 (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