



Monarch Before and After Care Program Policy and Procedure

The purpose of these procedures is to keep your child safe and to provide high quality services. Your adherence to these policies and procedures is required. Services will be terminated to families that do not adhere to these policies and procedures.

Hours of Operation

Family Foundations Academy Monarch Before and After Care Program is open from 6:30am – 8:30am (before care) and 3:30pm* or 4:30pm – 6:30pm (after care). No child is permitted in the building before **6:30am or after 6:30pm**. *For middle school program only.

Payment of Fees

Payment of fees is due every **Monday by 6:30pm**. Your child will not be able to receive care for that week if payment is not received by 6:30pm. Cash (get receipt **before** you place in drop box), check or money order payments must be placed in the payment envelope (provided by the before/after care staff). Payment envelopes must be placed in the drop box outside the library. Receipts for cash payments will be provided by before/after care staff. Receipts for cash payments placed in the drop box prior to receiving a receipt can be provided the next day (by request only).

If your child is **picked up after 6:30pm**, you will be charged a late fee of \$1.00 per minute past 6:30pm. Late fees **must** be paid when child is picked up. Your child will not be able to return to before and/or after care until all late fees are paid. There is also a \$25.00 late fee and \$35.00 fee for any **returned checks** in addition to any bank fees. Fees must be paid with money order or cash after 1 returned check.

If fees are not paid, grade reports, field trips and other privileges will be revoked until balance is paid in full.

Snacks

An **afternoon snack** will be provided daily. If your child has a food allergy, you are responsible for providing an alternative snack for your child(ren). All alternative snacks must be able to be eaten without being heated or refrigerated. No child will be able to warm-up food. Please contact before and after care staff with any concerns. **Candy, gum, or soda is NOT permitted.**

Sign-in and Sign-out

To make sure all students enter and depart the building safely, **no student is allowed to sign themselves and or out**. Please walk your child in every morning and leave them **only** with before and after care staff. Also remember that your child will only be released to individuals that you have authorized us to release them to. All individuals **must be 18 years or older**. **Photo identification is required** to release a child. Please make sure we have the correct individuals listed that we are authorized to release your child(ren) to. If for any reason you need to give authorization to someone not on our list, **your authorization must be in writing with your signature prior to pick up.**

