

CLOVERDALE AFTER-SCHOOL CHILD CARE

The After School Program offers a safe supportive environment, a flexible and varied schedule of activities for school age children. It accommodates children after school from Cloverdale and Troutville Elementary Schools. We have a bus to transport children from Troutville Elementary School.

The County school buses transport children to the center. Activities consists of outdoor individual and group games, indoor activities that include but are not limited to building skills, creative thinking and much more. Time is also allowed for children to complete homework.

Program

We accept children from 5 to 12 years of age. The Center is open after school until 6:00pm Monday through Friday. When Botetourt County Schools are closed, full day care for school age children is provided. For full days, the Center will open from 7:00am to 6:00pm.

Absent

We expect your child to be here each day unless you let us know otherwise. An absent child for us can mean a lot of different things. Please contact the Center if your child will not be on the bus. If the Center is informed in advance, a teacher will not have to worry or have to make numerous phone calls trying to track your child down.

Arrival and Departure

We must ask that you come into the building to drop off or pick up your child. All children must be signed in and out. Children are not to be dropped off in the parking lot. The only exception will be for those children riding the school buses. A teacher will meet them in the church parking lot.

Fees

Weekly Fees: \$60.00 1st child, \$55.00 2nd child

Annual Registration (non refundable): \$35.00

All Day: \$10.00 extra per day (a packed lunch is needed).

Payment is due at the beginning of the week. If payment is not received each Monday by 6:00pm, there will be a late fee of \$10.00 per week added to your account. There will be a \$25.00 fee for each returned check. After 2 returned checks, you will be required to pay with cash or a money order.

Late Fee

There will be a late fee of \$1.00 for every minute after 6:00pm. This is to be paid in cash to the teacher that has to stay late. If you will be late for some reason, please call. Not only do we need to know, your child expects you and needs to know why you are late. A teacher will stay with your child until you or an authorized person comes to get him/her.

Snow Days

The Center will be open on snow days from 8:00am to 6:00pm. You are welcome to bring your child for \$10.00 per day. Packed lunches are needed. For closings and delays, watch WSLs Channel 10 or go to www.wsls.com or call 293-0129. I post any changes on my voicemail.

Full Day

For scheduled Botetourt County School closings, you will need to sign your child up for full day care. Signup sheets will be posted on the Sign Out table. There will be a deadline for you to sign your child up. If your child is signed up, by the deadline fees will be as follows:

1st Child: \$10.00 per day 2nd Child: \$8.00 per day

*This fee will be added to your weekly tuition fee.

We will staff according to the number of children we have signed up by the deadline. If there is any space available after this, you may call to signup your child. Space will be filled strictly on a first call basis. We will only have enough space available according to the staff we had planned for by the deadline. We are open 7:30am-6:00pm.

The fee after the deadline will be higher. The fee will be as follows:

1st Child: \$15.00 per day 2nd Child: \$13.00 per day

*This fee will be added to your weekly tuition fee.

If your child is signed up, you will be responsible for payment regardless of whether your child comes or not, unless you remove your child's name before the deadline.

Holidays

Listed below are holidays that will be observed by the Center. There will be no reduction of fees for these holidays.

- Labor Day
- Thanksgiving Day & the following Friday
- New Year's Day
- Good Friday
- Memorial Day

Food Policy

After School - Snack will be provided when the children get off the bus.

Full Day - A morning snack and an afternoon snack will be provided. A packed lunch is needed on these days.

Insurance

The program has an accidental insurance policy that covers teachers and students in the event of an accident at school. Any parent that accompanies the children on field trips would also be covered. The program carries no liability insurance.

Homework

We encourage and support homework time. We have a room where we will help with instructions and questions. Please encourage your child to take advantage of homework time. REMEMBER to check your child's homework.

Drop-In

Drop-in care is considered to be childcare on an as-needed basis. Drop-in care is desired when you only need childcare services on occasion, and do not want to pay to reserve a space for your child. Using drop-in care services does not guarantee that space will be available on the day you require care.

- A 24-HOUR NOTICE IS REQUIRED TO SCHEDULE DROP-IN CARE.
- MUST PAY REGISTRATION FEE
- AFTERSCHOOL CARE IS \$15.00 PER AFTERNOON
- ALL-DAY CARE IS \$25.00 PER DAY

Policy for Removal of a Child from the Center

The Center reserves the right to drop a child from the roll for the following reasons:

1. Non-cooperation by the parents in accordance with the Center rules and policies.
2. Delinquency in payment of fees.
3. The inability of a child or parent to adjust to the Center program, as determined by the Director.
4. Discipline problems with a child that cannot be resolved when all possible solutions have been exhausted.

A two-week written notice shall be given by the center before a child will be removed from the roll.

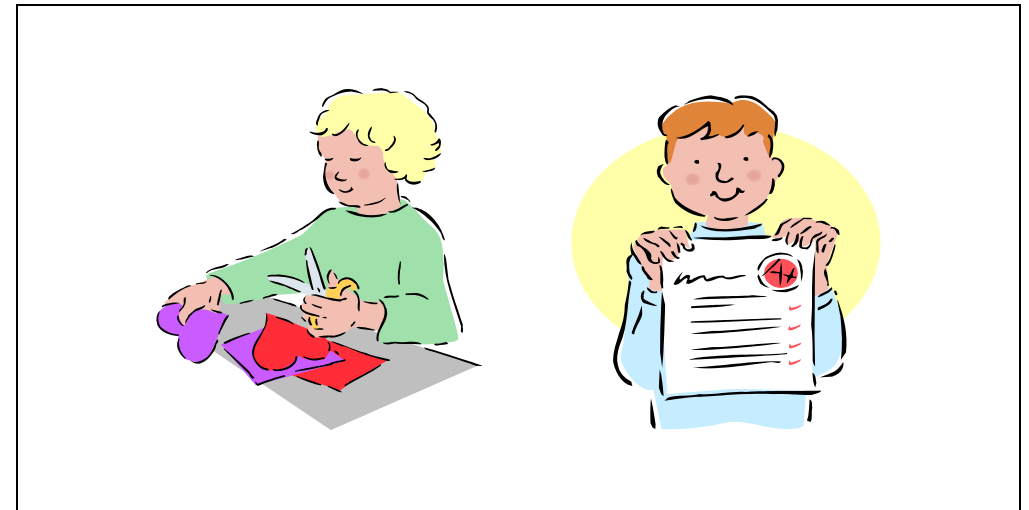
Removal of a child by the parents:

Parents shall be allowed to withdraw their child from the Center for the following reasons:

1. Serious illness of a child.
2. Permanent removal from the community.
3. Mutual agreement between the parents and the Director if the child's adjustment to the Center is unsatisfactory.
4. Financial problems.

In all cases of withdrawal, a two-week notice shall be required, except in case of serious illness or accident.

Cloverdale After-School Child Care



*4708 Read Mountain Road
P.O. Box 85
Cloverdale, VA 24077
Office - 992-1060
Cell - 293-0129
Fax - 992-2965*