

Ashburnham-Westminster Extended Day Payment Policy

Hours of Operation:

Regular School Day

Before School: 6:30 a.m. – 8:30 a.m.

After School: 2:50 p.m. – 6:00 p.m.

Professional Development Days

Full day: 6:30 a.m.-6:00 p.m.

Early-release Day

6:30 a.m. – 8:30 a.m.

11:50 a.m. – 6:00 p.m.

Vacation Days, including Summer

7:00 a.m. – 5:30 p.m.

Schedules

Students must be signed up according to the number of days per week they will attend either before school, after school, or combination. Families with flexible schedules, within reason, can be accommodated. Please check with us.

Fees

A fee of \$25, with \$5.00 each additional child, is required of all families at the time of registration.

*Activity fees may be assessed for special activities scheduled on full and half days of Ext Day.

*Finder's fees - Parents are required to notify us of any changes to schedule, if we have to make repeat calls to verify your schedule you are subject to a \$10 charge each time.

*Late payment fee – payments not received **within 10 days of invoice** will result in a \$10.00 late fee

Billing

Payments are divided into equal 10 monthly payments based on the number of days reserved. **Half days, professional development days & vacations are NOT included in the monthly rates.**

All payments must be made by check, payable to AWRSD with your child's name in the memo section. **No credit for non-attendance.**

Before School Rates per month

Arrival between 6:30-7:30 a.m.

1 day week \$30.00

2 days \$60.00

3 days \$90.00

4 days \$120.00

5 days \$135.00

Full day rate (8:30-3:00) \$32.00

After School Rates per month

Pick-up by 5:00 p.m Pick-up by 6:00 p.m.

\$40.00 \$50.00

\$70.00 \$100.00

\$110.00 \$150.00

\$145.00 \$200.00

\$180.00 \$240.00

½ day rate (less than 4 hours) \$20.00

For those with flexible or less than 1 hour per day schedules, you will be billed at \$5.00 per hour, no discounts. Billing is on an hourly basis only, no half hour rates.

For attendance both before and after school, just add the two rates together for your monthly fee.

Payments may be broken up weekly or bi-weekly if that works better for your family budget.

5% discount for 2nd child from the same family, 10% for 3rd or more children from same family

Drop-In/Emergency Care

While the program is not designed to accept drop-ins, we do understand there are times when an unexpected emergency arises and you may need care. In a real emergency, of course we would accept your child and not want them to go home to an empty house, other “as needed” situations would be accommodated only if space allowed.

Late pick-up fee

Children must be picked up promptly (scheduled pick up time). The Program is not staffed for coverage beyond 6:00 PM. **(5:30 pm on vacation days)** Any child not picked up by closing will automatically be charged \$10 in addition to **\$1.00 per minute past your *scheduled* pick up time.**

If scheduled for the 5:00 pick-up time and your arrival is consistently beyond that, you will be moved to the 6:00 p.m. pick-up rate, unless specific arrangements are made. **(Same applies above for late fee).**

Returned Checks

You will be responsible for any bank charges incurred by the Program, as a result of a returned check along with a \$10 handling fee.

Arrears

Arrears are handled in the following manner:

- Any family with a balance greater than 60 days will be brought to the attention of the Program Director and will be given a letter from the Director giving the family 30 days from the date of the letter to pay their balance in full or establish a written payment plan signed by both parties. If payment is not received or payment plan is not established, the child(ren) may not be allowed to return to the program.
- If a payment plan has been established and payment is not received according to the plan, a letter from the Director will be sent out giving the family two weeks from the date of the letter to make the required payment. If payment is not received, the child(ren) will not be allowed to return to the program.
- **Your account will be turned over to the financial office of the Superintendent of Schools. Failure to pay may result in collection through Small Claims Court.**
- Any family with an outstanding balance going into the new school year or who wishes to participate in additional Extended Day programs, field trips, or activities will not be able to register their children until the balance is paid in full or an acceptable payment plan has been arranged.
- Children *may not* be able to participate in Extended Day field trips if there is a significant past due balance.
- ***Please keep in mind that the Extended Day Program has no desire to suspend any children from the program due to financial reasons. We are willing to work out a financial agreement/ payment plan in order to keep all children in the program. Please do not wait until there is a problem before contacting us.***

Child Care Resources in Fitchburg offers vouchers to assist in paying for childcare to families who meet their criteria. Contact their office directly for more information.

Payment policy pending the approval of the Ashburnham-Westminster School Committee 8/01/18