

Elementary Flexible Aftercare Guidelines

We understand that your family's schedule is ever changing. Things just come up - be it a late work meeting, or a relative needing attention. With that in mind we are happy to provide the Elementary Flexible Aftercare program for our MSCU families. To keep our aftercare program running smoothly for all families we ask that you review the following guidelines.

How do I purchase Flexible Aftercare days? Flexible Aftercare days come in a group of five days at a total cost of \$125.00. Forms for the Flexible Aftercare program are located by the front office door. Simply fill one out and include a check made out to MSCU. You may turn the form and payment into the front office. Additional five day packages can be purchased as you need them.

- A group of five Flexible Aftercare days can be purchased for \$125.00. The Flexible Aftercare program begins at 3:00 and ends at 5:30. Students can be picked up at any time before 5:30.
- Prior notice is requested – 24 hours preferred – by calling the MSCU office at 217-356-1818 or by emailing secretary@montessorischoolofcu.org
- It is understood the need for the flexible aftercare program can come up unexpectedly. Please contact the school (see contact information above) or Ms. McFarland so we can help your child transition into the aftercare program.
- If your child is still at school at 3:16 he/she will be placed in the care of the adult in charge of the aftercare program. We will attempt to contact guardians if MSCU does not have prior confirmation the student would be in flexible aftercare that day. If the student has not been picked up before 3:20, the daily rate of \$25.00 will be charged.
- The last step of the program is completing the attendance/check out roster by initialing the corresponding date your child attended the program and entering the time pickup took place.
- Flexcare payment must be submitted at the same time as the flexcare form.
- Late Charges – The Elementary aftercare program ends at 5:30. A late charge of \$1.00 per minute past 5:30 will be billed to all families enrolled in aftercare programs. Parents will be asked to initial the appropriate box on the sign out sheet.

- If a student remains at the school after closing the aftercare program staff will attempt to reach guardians listed in the directory. Please keep your contact information current. If a guardian is not responding to phone calls and the program is closed we are required to contact the Department of Children and Family Services as opposed to providing transportation or making alternative child care arrangements.
- Consider packing an extra snack for your child for the arranged aftercare days.