

# Two Rock Childcare Program

We are proud to offer a before and after school childcare program for students who attend Two Rock School. Our program provides supervised care on our campus at a very reasonable price. A modest registration fee and low hourly charges are designed to simply cover the costs of the program. The following information provides the details of the program. If you have any questions please telephone our office at 762-6617.

## **The Program**

*Before School Care*-Children read, draw, play board games, etc. in the classroom. At 8:15 the children go to the playground and participate in “before school recess”. *After School Care*- During the first hour the children have snack time and play time. During the second and third hours the children do homework, read, draw, play games, listen to music, watch videos, etc. There will also be similar type activities for our new kindergarten children that will attend childcare after their 12:45 dismissal.

## **Hours of Operation**

Before school care operates from 7:00 a.m. to 8:15 a.m. After school care operates from dismissal time to 6:00p.m. A late pick up charge of \$1.00 per minute will be assessed for any child left at childcare after 6:00 p.m.

## **Registration Procedures**

Completion of a one page registration form is necessary to register a child for childcare. This is essential information and needs to be updated whenever there is a change in any of the information listed.

## **Registration Fee for Contracted Price**

The registration fee for the first child in the family is \$40.00 and \$30.00 for the second child. Additional children in the same family will pay no registration fee. When you pay this fee, you will receive the contracted price.

## **Fee Schedule**

Childcare is offered on both a monthly contracted rate as well as a drop in rate. There is a set fee for Before School Care. For After School Care there is a daily minimum of one hour per day for both contracted and drop in rates. You will be billed at the end of each month. Payment will be due by the 15<sup>th</sup> of the following month. For billing questions, please contact Liz Grube either by phone at 762-6617 or by email at lgrube@trusd.org.

**Before School Care--\$3.75** per day per child

**After School Care Contracted Rate--\$3.25** per hour per child

**After School Care Drop In Rate--\$4.25** per hour per child

**Returned Checks**

A late charge of \$15.00 will be charged for any returned checks. You will then be asked to pay in cash.

**Sign In Sign Out**

State law requires that upon arrival and pickup your child is signed in and signed out. If someone different is scheduled to pick up your child we will need to know that information in advance and we will require that person to show identification.

**Snacks**

If your child will attend after school care please provide a snack. Snack time will occur each day approximately 15 minutes after school is dismissed for the day.

**Discipline**

The childcare program will maintain the same behavioral rules and expectations as the regular school program. A child who creates a problem during childcare will be asked to sit away from the group for a “time out”. More significant discipline issues will be handled by the school administrator.

**Communication**

Please feel free to discuss with childcare staff any issues or problems impacting your child. It is helpful for the staff to know if something unusual is happening in your child’s life.

**Updating Personal Information**

It is the parent’s responsibility to inform the childcare staff immediately of any changes in the information in your child’s records. In case of an emergency we have to know how to reach you or the designated alternate person.

**Parents’ Rights**

Please feel free to visit and observe the childcare center at any time. Your input is always appreciated.