The Enrichment Program at ChildLight Montessori School continues the school’s dedication to the Montessori philosophy. The program offers children a place to play, make friends and be a friend, and learn. Parents’ extended care needs are met while their children experience a familiar environment. The program provides a post classroom environment that ignites opportunities to explore new materials and creative experiences.

The Enrichment Program is both the same and different from the students’ regular classrooms. The program’s classroom maintains such qualities as freedom of choice, mutual respect, exploration, movement, consistency and kindness. While a child in the Enrichment Program may still choose to use the Montessori materials of interest to him/her, each student will also learn about the interests of peers in the program. With this knowledge the classmates join with the teacher to share ideas and determine a topic for the week. Together the community of children and staff then develop and enjoy individual materials, art projects, and group activities related to the topic.

The Enrichment Program staff recognizes the specific needs of each child enrolled for the Program’s extended hours in the school day. The teachers provide opportunities for “down time” and movement activities and of course, a very healthy snack. The staff also recognizes the importance of maintaining open communications with Parents. They welcome opportunities to talk with each parent about their child’s experiences in the Enrichment Program.

Sandi Valentino serves as Enrichment Program Coordinator. Sandi has served as a ChildLight Montessori School staff member for 3 years. She has developed an Enrichment Program that offers a loving community where each child is free to explore, create and discover.
BILLING AND FEES:

Once you have completed your enrollment form, you will receive an invoice detailing your Before Care and Enrichment Program costs. This statement will be based on the number of calendar school days for 2019-2020 and the days/times you have reserved.

You will receive an invoice at the beginning of each month with your balance details. This will include an outline of the accumulated fees from the previous month for reserved Enrichment Program hours, any drop-in Before Care or Enrichment Program Hours, and any payments you have made. You are always welcome to pre-pay for your reserved Before Care and Enrichment Program hours. Balances will be due by the 15th of the month.

If balances are not paid in full by the end of the month, a $20 late fee will be incurred, unless specific arrangements are made with the Administrator prior to the due date. Your child will not be able to participate in the Before Care or Enrichment Programs if payment on your account is 45 days past due or if there is an outstanding balance from a previous year. There is a $25 service fee for any returned checks. Any early drop-offs or late pick-ups will be billed at the drop-in rate.

HOURS AND ATTENDANCE:

Parents are welcome and encouraged to use the Before Care and Enrichment Program beyond their reserved hours at the drop-in rate. If a parent would like to reserve additional hours, all efforts will be made to accommodate a Parent’s request. Requests for additional hours must be made in writing to the Administrator. All changes are contingent on staff coverage and availability.

The Before Care and Enrichment Programs will follow the same school calendar used for the classrooms. The program will also close for all snow days or other school cancellations. There will be no charge for cancelled school days. A credit for these days will be added to your account.

Your Before Care and Enrichment Program Invoice will include 5 days without charge for a child’s absence due to illness or personal/family commitments. Days missed beyond the 5 days will still be billed at the contracted rate. Missed days cannot be “made up” and will not be reimbursed.
Lunch, Snacks, and Rest:

Children staying in the Enrichment program starting at 11:30 will provide their own packed lunch. Around 12:30 pm, per our licensing regulations, the younger children are required to have 20 minutes of rest time. The children will be given a mat and are welcome, but not required to sleep. They will be allowed to participate in quiet restful activities on their mat. They can bring a special blanket or stuffy for use during this time. A daily nutritious snack will be provided to all the children who are still present at approximately 2:00 pm.

Withdrawal and Reduction in Hours:

You must provide a written statement of withdrawal to the Administrator at least 30 calendar days prior to withdrawing your child from the reserved hours of the Before Care and/or the Enrichment Programs. You will be responsible for the payments owed for 30 calendar days from the date of submission of the written statement of withdrawal.

Any reductions to the reserved number of hours for your child’s participation in the Before Care or the Enrichment Program must be submitted in writing to the Administrator at least 30 calendar days prior to the change in hours.
TO ENROLL YOUR child(REN) IN THE Before Care AND/OR THE Enrichment Programs, PLEASE COMPLETE THE FRONT AND BACK AND SIGN THE FOLLOWING FORM:

In order to allow for appropriate staffing of the programs, forms must be turned in to the Administrator no later than **June 3, 2019**. Hours requested on forms received after this date will be subject to staff coverage and availability.

**Available Program Hours**
Monday through Friday, when school is in session

<table>
<thead>
<tr>
<th>By contract:</th>
<th>By drop-in:</th>
</tr>
</thead>
</table>
| 7:45 am – 8:15 am  
11:30 am – 5:30 pm | 7:45 am – 8:15 am  
11:30 am – 3:30 pm |

*If there is a 2-hr delay due to inclement weather, the reserved hours will be held from 10:30 am until your regularly scheduled pick-up time.

**Contract Rates:** $9.00/hour (in ¼ hour increments) 

for < 8 hours per week  
$8.50/hour (in ¼ hour increments) for ≥ 8 hours per week  

**Drop-in Rate:** $9.50/hour (in ¼ hour increments)

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**Later pick-up times can be scheduled with at least 48 hours’ notice, pending staff availability. (Must be arranged through the Administrator)**

☐ I am not enrolling my child in the reserved hours of Before Care or the Enrichment Program, but I do plan to use the drop-in hours. Child(ren)’s Name: ______________________________

Please create a standing reservation for my child(ren) to participate in the Before Care and/or Enrichment Programs on the following days and times:

<table>
<thead>
<tr>
<th>Child's Name:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before Care</strong> (ex.7:45-8:15)</td>
<td><strong>Enrichment</strong> (circle start time)</td>
</tr>
<tr>
<td>Time in</td>
<td>Time out</td>
</tr>
<tr>
<td>Monday</td>
<td>11:30 AM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11:30 AM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>11:30 AM</td>
</tr>
<tr>
<td>Thursday</td>
<td>11:30 AM</td>
</tr>
<tr>
<td>Friday</td>
<td>11:30 AM</td>
</tr>
</tbody>
</table>
Parent/Guardian #1 Name: ____________________________  Primary Phone: ________________

Address: __________________________________________________________________________

Workplace: ____________________________  Work Phone: ________________

Email: __________________________________________________________________________

Parent/Guardian #2 Name: ____________________________  Primary Phone: ________________

Address: __________________________________________________________________________

Workplace: ____________________________  Work Phone: ________________

Email: __________________________________________________________________________

All of the information from your child’s “Child Record,” “Student Health,” “Photo and Media Release” forms will extend to your child’s participation on the Before Care and/or Enrichment Programs.

I understand that by signing this contract, I agree to abide by the policies outlined in this Standing Reservation Contract and the written policies of ChildLight Montessori School. I understand that I am responsible for all fees for the hours that I am reserving for my child(ren). Any changes in policy will be provided to parents/guardians in writing by ChildLight Montessori School before going into effect.

I have read and agree to the Before Care and Enrichment Program policies and costs:

Parent/Guardian #1 ____________________________  Date __________________

Parent/Guardian #2 ____________________________  Date __________________