



Change/Drop Form

Free Horizon Montessori PK-8

15920 W. 10th Ave., Golden, CO. 80401
 303.982.0275 (Telephone) 303.2982.0274 (Facsimile)

www.FreeHorizonMontessori.org

Before and After Care Program

Child Name	Grade	Classroom
Child Name	Grade	Classroom

Your change form/Drop form payment is within 48 hours of turning in form.

Change Form per instance Fee \$15.00 or Drop Fee per instance is \$50.00

Before Care	7:00 – 8:30 am	Circle days care needed	Notes
1 day per week \$48 /month 2 days per week \$96/month 3 days per week \$135 /month 4 days per week \$170 /month 5 days per week \$194 /month		M T W T H F	
After Care M,T,TH,F Early Release - W 1 day per week \$98 /month 2 days per week \$171/month 3 days per week \$205 /month 4 days per week \$263 /month 5 days per week \$319 /month	3:10 – 6:00 pm 2:00 – 6:00pm	M T W T H F	Changing Services Is this a BAC schedule change? Yes No If yes, \$15 Fee will be assessed per instance. Effective Date:
Before & After Care 5 days per week \$481/ month			Dropping Program Are you dropping all Before and Aftercare services, excluding random drop-ins? Yes No If yes, a \$50 fee will be assessed Drop Date:
Other Fees: <input type="checkbox"/> Enrollment Fee: <input type="checkbox"/> Schedule Change Fee: <input type="checkbox"/> Drop Fee: <input type="checkbox"/> Late Payment Fee: <input type="checkbox"/> Late Pick Up Fee: <input type="checkbox"/> Loss/Damaged Materials Fee:	\$35 per child \$15 per instance \$50 per instance \$30 per month \$1 per minute Varies		

I understand I am obligated to pay for all scheduled days as indicated above. I have read and agree to comply with the terms and agreements of the Registration and Financial Agreement (back page).

Parent/Guardian Name: _____ Signature: _____ Date: _____

Parent/Guardian Email Address: _____

Phone (during BAC hours): _____

Are you a current FHM employee: _____

Pay monthly on Jeffco Connect (preferred payment), by Check or Credit Card processed in school's office.

For more information about Before and After Care please see the FHM Website (FreeHorizonMontessori.org) under "Programs" or contact Jennifer Levy, Child Care Director, at JeMLevy@jeffcoschools.us.

Admin Use Only:
 _____ CC Director
 _____ Finance

Registration and Financial Agreement (please copy for your records)

Important Contract Information Please Read

1. There is a non-refundable enrollment fee of \$35.00 per child. This fee is due and payable at the time this Enrollment and Financial Agreement is submitted. All parents requesting Before/After Care are required to complete this form and pay the Enrollment Fee.
2. Complete registration paperwork is REQUIRED for all students participating in Before/After Care. This information was included in your child's school registration paperwork, and will be reviewed prior to his/her participation in Before/After Care. Students with incomplete paperwork will not be permitted to attend until all forms are complete. Required paperwork includes, but may not be limited to: Annual Statement of Health, Record of Immunizations and FHM Emergency Contacts and Permissions. At least TWO emergency contacts (other than parents) are required.
3. Before/After Care positions will be filled on a first-come, first-served basis. Capacity is limited, but all initial enrollment applications received by the deadline will be accepted. Applicants who register after the deadline will receive confirmation of acceptance into the program. After registration, you will be required to submit your first month's payment to Free Horizon Montessori by September 1 (or prior to your child's first day of attendance, if after September 1st).
4. Payments are due by the first business day of the following month and no later than the 5th day of the month. If paid after the 5th of the month a late fee of \$30 will be incurred. Enrollment may be terminated if any payment is more than 30 days late. If account is late more than once per school year, an accelerated payment plan will be required. (Typically, the account will need to be paid one month in advance.) A \$50 processing fee will be charged for any returned check.
5. The preferred payment method is through your Jeffco Connect account. Payment can also be made at the school by check, credit card or money order payable to Free Horizon Montessori. Check and money order payments may be mailed directly to Free Horizon Montessori and must be RECEIVED prior to the payment deadline.
6. Access Jeffco Connect through FHM website or Jeffco Home page.
7. Full (daily rate) After Care fees apply regardless of the amount of time your child spends in After Care. There are no discounts for early pick-up and no discounts for multiple children.
8. The term of this contract is the remaining duration of the school year. Families discontinuing Before or After Care services prior to the end of the school year will pay a \$50 Drop Fee per student and must be submitted on a BAC Drop form. Schedule Drop must be submitted in writing prior to the requested drop date (use the "notes" section). Students needing only temporary care will be charged the daily Drop-In rate.
9. Parent /Guardian is responsible for informing the Free Horizon Montessori office in writing of any requested contract changes two weeks prior to their effective date. There will be a \$15.00 fee per child assessed for each contract change. Availability is contingent on minimum and maximum enrollment.

Behavior Agreement

When correcting a child's behavior, the staff verbalizes and demonstrates to the child what should be said or done rather than focusing on the unwanted behavior. The staff also explains the reasons for the rules children are asked to follow. School rules are in effect during the before & after school programs. The children are expected to respect the staff and each other. If the staff is unable to resolve on-going or serious behavior issues (such as aggressive, abusive, disturbing, or destructive acts), the Child Care Director or Assistant Principal will discuss the problem with the parents to establish a plan for dealing with the problem. If the child's behavior does not change in a reasonable length of time, the Child Care Director or Assistant Principal will inform the parents and will schedule a conference. If the problem cannot be resolved, the Child Care Director or Assistant Principal will give the parents a notice of dismissal from the before or after-school program.

Absentee Credit

No credit will be given for absences for missed days that your child is registered. This includes sickness, vacations or behavioral consequences.

School Breaks and Staff Professional Development Days (In-Service Days):

Care is not available during school breaks and professional staff development days. These days are indicated in our annual calendar. Camp programs may be available on days off of school. Before and After Care fees do not cover any portion of camp fees.

Drop-Off / Pick-Up Procedures:

Please refer to your Parent Handbook for specific procedures on how to drop-off/pick up your child for Before and/or After Care.

Late Pick-Up Fees / Procedures

If your child is not picked-up by the end of the normal business hours (6:00 PM), the teacher on duty will be required to stay. A late fee of **\$1.00 per minute** will be charged and billed through Jeffco Connect. If the child is not picked-up within one hour of closing and/or the parents/guardians cannot be reached the Jefferson County Sheriff's department will be notified and the child will be turned over to Social Services, per Jeffco policy.

Drop-In Care

Drop-In Care will be allowed on a space-available basis. If you are interested in drop-in Before Care, submit a "Drop-In Request Form" found on the FHM website under "programs." We will advise you of whether a position will be available for you for the time you've requested. Payment via check or money order will be due and payable on the day drop-in care is provided and may be given directly to our office staff or dropped in the Payment Box. Your payment will be reflected in Jeffco Connect.

Hours & Drop-In Fees

Before School: (7:00 am – start to school)
Drop In: \$16.50 per day (collected day of)

After School: (Primary 3:00 all others 3:20-6:00)
Drop-In: \$33.50 per day (collected day of)