



Drop-In Form

Free Horizon Montessori PK-8

15920 W. 10th Ave., Golden, CO. 80401
303.982.0275 (Phone) 303.982.0274 (Fax)

www.FreeHorizonMontessori.org

2018-19 Before & After Care (BAC) Drop-In Request Form

An application must be filled out for each child in the family

Indicate program and dates requested:

- Before Care** (7:00 am - start of school) - \$16.50 per day

Date(s) requested: _____

- After Care** (Dismissal - 6:00 pm) - \$33.50 per day

Date(s) requested: _____

Student's Name: _____ DriveLine #: _____

Allergies/Accommodations: _____

Classroom: _____ Child's Grade: _____

Parent/Guardian's Name: _____

Parent/Guardian's Email Address: _____

Parent/Guardian's Phone (during BAC hours): _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Payments:

Payments are due prior to the arranged drop-in date, or on the date billed. Payment may be made through **Jeffco Connect**. While we understand that last-minute, emergency situations may arise, please make every effort to submit this form at least 48 hours in advance of the date(s) requested. *Submission of this form does not guarantee a placement in Before or After Care.* Placement is contingent on space available. **You will receive an e-mail confirmation if your request is accepted.**

Submit this form to **Jennifer Levy**, FHM Child Care Director, at JeMLevy@JeffcoSchools.us or in person to the FHM Office during regular office hours.

NOTE: Payment receipt will be posted to your Jeffco Connect account. Thank you!

FHM Office Use Only:

- CC Director _____
 Financial Secretary _____

Drop-In Before and After Care information (keep copy for your records) [Please Read](#)

Payment Policies and Procedures

1. Before/After Care positions will be filled on a first-come, first-served basis.
2. Payment can be made by check (payable to Free Horizon Montessori) or credit card (through Jeffco Connect).
3. Full (daily rate) After Care Drop-in 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.

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 BAC programs. The children are expected to respect the staff and each other. If the staff is unable to resolve ongoing 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. 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 BAC program.

Absentee Credit

No credit will be given for absences for missed days that your child is registered, including sickness, unless you contact school in writing to cancel the request prior to the missed drop-in date.

Drop-Off / Pick-Up Procedures:

Park and walk up to front door. Ring bell and office staff will give further direction.

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 released to Social Services, per Jeffco policy. Multiple late pick-ups are grounds for dismissal from the BAC program.

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" at least 2 days prior to the date requested. If we can accommodate the drop-in, you will receive an email confirmation.

Hours & Drop-In Fees

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

After Care (Dismissal – 6:00 pm)
Drop-In: \$33.50 per day