

# DAYCARE PROGRAM



## Daycare Hours:

Monday - Thursday 7:00 - 8:30 a.m. and 3:00 - 6:00 p.m.  
Friday 7:00 - 8:30 a.m. and 2:20 - 6:00 p.m.

Parents who plan to have their children make use of our daycare program must prepurchase hours. The hourly rates will vary according to the amount of hours purchased. The rates are as follows:

|          |           |         |                |
|----------|-----------|---------|----------------|
| Packet A | 50 hours  | \$450   | (\$9 per hour) |
| Packet B | 100 hours | \$800   | (\$8 per hour) |
| Packet B | 200 hours | \$1,400 | (\$7 per hour) |

Participating families will have a daycare account in which your child's used hours will be subtracted monthly from the prepurchased hours. Unused hours will be reimbursed to you or, if you choose, held over for summer or the following school year.

The daycare program provides organized and free play, various activities such as Recreation Hall for drop-in arts and crafts projects and supervised study/homework hall. The Academy provides milk and snack for daycare children at 4:00 p.m.

**Parents must sign their child out of daycare.** These sheets are kept in binders marked by grade and kept in the backyard. **Students not signed out will be charged to 6:00p.m.**

**AM:** Students in all grades arriving at school before 8:00 a.m. will be charged daycare fees from their time of arrival until 8:25 a.m. To avoid morning daycare charges, please drop your child off after 8:00 a.m.

**PM: Students remaining at school after 3:20 p.m.** will be charged daycare fees from 3:00 p.m. (lower school) and 3:10 p.m. (upper school) until they are signed out. If you do not wish to accrue afternoon daycare charges, please make sure your child is off campus by 3:20 p.m.

Students in after-school programs or students serving a detention will not be charged daycare fees unless they stay on campus longer than their required time. We realize that unexpected situations arise and daycare may be needed for a child normally not enrolled. Please let the office know if such a situation occurs and we will accommodate you.

**Drop-in daycare or anyone without a prepurchased daycare packet will be billed at a rate of \$10 per hour. Late pick-up fee: \$10 per 10 minutes after 6:00 p.m.**

If you have any questions or need clarification, please feel free to call the school office at 510-549-0605. The Director is responsible for all daycare accounting and will be happy to answer any question you may have.

**If you need to reach daycare staff after the office has closed, please phone the daycare cell phone at 510-418-4100.**

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## THE ACADEMY DAYCARE ENROLLMENT

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Packet A (50 hours - \$450)     Packet B (100 hours - \$800)     Packet C (200 hours - \$1,400)

Amount will be billed through your Smart Tuition account.

Parent Signature: \_\_\_\_\_