



The Marylhurst Before and After Care Program is designed to complement the classroom experience by providing an extended day to families. We align our practices with those used in the classroom, which is why the faculty member who leads the care is also a teacher at our school. Please read all of the terms and conditions of this agreement before signing the last page.

**Before Care hours of operation:** Mon.– Fri., 7:30-9:00 a.m.

**After Care hours of operation:** Tues.–Thur., 12:00-5:00 p.m. / ALL DAY Mon & Fri., 7:30- 5:00 p.m.

Children will be escorted to and from classrooms. **Parent Conference days have reduced hours.**

**Terms of Agreement**

- Changes to your schedule may be made for **any month we are not currently in**. You may add time to your schedule if space is available.
- Before Care, After Care and Drop-In Care have a 1 hour minimum charge billed in 1 hour increments on the hour. An exception of a 30 minute charge is made for primary classes that begin or end on the half hour. It then becomes an hourly charge. Beehive use for a parent conference is a minimum 1 hour fee.
- The cost is \$8.00 per hour per child.
- Drop-In Care is not guaranteed and is based on available space.
- Please pick up your child from After Care before picking up a sibling from a classroom.
- **Parents who pick up their children after 5:00 will incur a \$1.00 per minute charge until the child is picked up.**
- Charges for Before Care, After Care, and Drop-In Care will appear on your monthly statement.
- Tuition and Extended Care payments must remain current to be eligible for continued use of the Extended Care Program.
- Please know that Before and After Care are **billed for the reserved space rather than the child’s attendance.**
- Financial aid is not available for Extended Care.

I agree to the Extended Care policies as stated in this document.

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

Parent Name: \_\_\_\_\_ Phone (During Care Hours): \_\_\_\_\_

Child’s Name: \_\_\_\_\_ Class Placement: \_\_\_\_\_

**Annual Enrollment**

Please fill out the annual enrollment form and return to the office administrator at The Marylhurst School.

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

Class: \_\_\_\_\_

### INSTRUCTIONS

**Before Care:** Circle requested days for each month.

**After Care:** Write in start time & pick up time on requested days for each month.

Example: Time: 1-4

Changes to your schedule may be made for **any month we are not currently in**. Hours may be added if space is available.

**Example:**

Before Care 7:30-9:00 a.m.			
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>
①	2	③	

After Care M-Th 12:00-5:00 p.m. & Mon & Fri. 7:30 a.m.-5:00 p.m.				
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
1: <b>12-3</b>	2:	3: <b>12-5</b>	No School	No School

**September**

Before Care 7:30-9:00 a.m.			
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>
	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

After Care M-Th 12:00-5:00 p.m. & Mon & Fri. 7:30 a.m.-5:00 p.m.				
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
Labor Day	5:	6:	7:	8:
11:	12:	13:	14:	15:
18:	19:	20:	21:	22:
25:	26:	27:	28:	29:

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

Class: \_\_\_\_\_

### October

Before Care 7:30-9:00 a.m.			
M	T	W	Th
2	3	4	5
9	10	11	12
16	17	18	19
*23	24	NA	NA
30	31		
*Before care available for primary only			

After Care M-Th 12:00-5:00 p.m. Mon & Fri. 7:30 a.m.-5:00 p.m.				
M	T	W	Th	F
2:	3:	4:	5:	6:
9:	10:	11:	12:	13:
16:	17:	18:	19:	20:
**23:	*24:	*25:	*26:	*27:
30:	31:	*Oct. 24-27: Parent Conferences After care is available 9am-3pm only. **No Preschool. Before/after care available for primary only.		

### November

Before Care 7:30-9:00 a.m.			
M	T	W	Th
		1	2
6	7	8	9
13	14	15	16
20	21	NA	NA
27	28	29	30

After Care M-Th 12:00-5:00 p.m. & Mon & Fri. 7:30 a.m.-5:00 p.m.				
M	T	W	Th	F
		1:	2:	3:
6:	7:	8:	9:	Veteran's Day
13:	14:	15:	17:	18:
20:	21:	Thanksgiving—No School		
27:	28:	29:	30:	

### December

Before Care 7:30-9:00 a.m.			
M	T	W	Th
4	5	6	7
11	12	13	N/A
NA	NA	NA	NA

After Care M-Th 12:00-5:00 p.m. & Mon & Fri. 7:30 a.m.-5:00 p.m.				
M	T	W	Th	F
				1:
4:	5:	6:	7:	8:
11:	12:	13:	Preschool Winter Celebration	
Winter Break Dec 14-Jan 2				

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

Class: \_\_\_\_\_

## January

Before Care 7:30-9:00 a.m.			
M	T	W	Th
NA	NA	3	4
8	9	10	11
NA	16	17	18
22	23	24	25
29	30	31	

After Care M-Th 12:00-5:00 p.m. & Mon & Fri. 7:30 a.m.-5:00 p.m.				
M	T	W	Th	F
Winter Break	In Service	3:	4:	5:
8:	9:	10:	11:	12:
MLK Day	16:	17:	18:	19:
22:	23:	24:	25:	26:
29:	30:	31:		

## February

Before Care 7:30-9:00 a.m.			
M	T	W	Th
		1	2
5	6	7	8
12	13	14	15
NA	20	21	22
26	27	28	

After Care M-Th 12:00-5:00 p.m. Mon & Fri. 7:30 a.m.-5:00 p.m.				
M	T	W	Th	F
			1:	2:
5:	6:	7:	8:	9:
12:	13:	14:	15:	16:
President's Day	20:	21:	22:	23:
26:	27:	28:		

## March

Before Care 7:30-9:00 a.m.			
M	T	W	Th
		1	2
5	6	7	8
12	13	14	15
19	20	*21	*22
N/A	N/A	N/A	N/A

After Care M-Th 12:00-5:00 p.m. & Mon Fri. 7:30 a.m.-5:00 p.m.				
M	T	W	Th	F
			1:	2:
5:	6:	7:	8:	9:
12:	13:	14:	15:	16:
**19:	*20:	*21:	*22:	*23

\*Mar. 20-23: Parent Conferences. After care available 9am-3:00pm only.  
 \*\* No Preschool. Before/after care available for primary only.

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

Class: \_\_\_\_\_

## April

Before Care 7:30-9:00 a.m.			
M	T	W	Th
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30			

After Care M-Th 12:00-5:00 p.m. & Mon & Fri. 7:30 a.m.-5:00 p.m.				
M	T	W	Th	F
2:	3:	4:	5:	6:
9:	10:	11:	12:	13:
16:	17:	18:	19:	20:
23:	24:	25:	26:	27:
30:				

## May

Before Care 7:30-9:00 a.m.			
M	T	W	Th
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
NA	29	30	31

After Care M-Th 12:00-5:00 p.m. & Mon & Fri. 7:30 a.m.-5:00 p.m.				
M	T	W	Th	F
	1:	2:	3:	4:
7:	8:	9:	10:	11:
14:	15:	16:	17:	18:
21:	22:	23:	24:	Report Writing
Memorial Day	29:	30:	31:	

## June

Before Care 7:30-9:00 a.m.			
M	T	W	Th
4	5	6	7
11	12		

After Care M-Th 12:00-5:00 p.m. & Mon & Fri. 7:30 a.m.-5:00 p.m.				
M	T	W	Th	F
4:	5:	6:	7:	8:
11:	12:	Last Day of School		