



Birchwood School of Hawken

After School Care 2016-2017

All Birchwood students are invited to stay every day After School Care is provided.

- After School Care will be available every day after school **until 6 p.m.** unless circumstances prohibit. The primary supervisor will be Ms. Nancy Isherwood.
- After School Care will operate on a daily schedule that will include a snack, supervised homework time, games and outdoor play (weather permitting).
- The cost is \$18 per afternoon or \$3.60 per half hour, per child (there is a 10 percent discount for a second child). Families are billed at the end of each month.
- If you are running late and have to pick up your child past 6 p.m., please call Nancy Isherwood at 440-670-3527 immediately (please do NOT call the Birchwood office number). **You will be charged an additional \$1 per minute fee for each child being picked after 6 p.m.**

See below for enrollment information. Use the attached enrollment form to enroll each student if After School Care is of interest to your family. If your situation changes, you are welcome to adjust your status at any time.

- **Full Time:** If you know your child(ren) will be in After School Care every day (or just about), register for full time. If your child(ren) will not be in After School Care on a particular day, a note sent to school would be appreciated. You will only be billed at the end of the month for the days you use. A one-time \$40 supply fee per child will be charged the first billing.
- **Part Time:** If you only need After School Care on certain days, register for part time. If it will always be the same days per week, please note which days. If the days vary, a note sent to school would be appreciated when your schedule is set each week. You will be billed at the end of the month for the days you use. A one time \$20 supply fee per child will be charged the first billing.
- **Occasional:** If you think there might be occasional days you will utilize After School Care, register for occasional care. A note sent to school would be appreciated when your child(ren) will be there, but if a last minute situation arises, your child(ren) will be able to stay. You will be billed at the end of the month for the days you use. A supply fee may be charged depending upon the number of days used.
- **Emergency:** If you do not register your child(ren) for After School Care, but a situation arises, all Birchwood students are invited to stay on any day, whether or not they are pre-registered. You will be billed at the end of the month for days you use.

If you have questions, contact Ms. Nancy Isherwood at 440-670-3527 or nisherwood@birchwoodschool.org.



After School Care Enrollment 2016-2017

Family: _____

Parent can be reached at _____ from 3:15-6 p.m.

Parent can be reached at _____ from 3:15-6 p.m.

Full Time Registration (every school day)

Child(ren) / Grade(s):

Part Time Registration

Child(ren) / Grade(s):

Regular days per week

Days will vary each week

Occasional Registration

Child(ren) / Grade(s):

Will notify when needed

Your child(ren) will spend a scheduled 45 minutes to an hour per day on homework.

Please return this enrollment form along with the [After School Care Pick up Form](#) to school in an envelope marked **After School Care Enrollment**.