



# Casa Esperanza Montessori Charter School

## Before/After School Program **Parent Information Sheet** **2024-2025**

We are so excited to start a new school year with returning and new students and families. We have so many great things planned for the 2024-2025 school year and our wonderful after-school teachers are eager to work with your children.

We believe BASC should provide the essential ingredients of a “neighborhood” and even an “extended family” which has become important to our children. We are committed to offering unscheduled and undirected time during which mixed ages can do homework, socialize, and create activities supported by the staff as facilitators.

Our program exposure to materials and activities the child might not otherwise receive in school. Thus, the program should, and does, differ from the preschool, kindergarten, elementary, and middle school classrooms. Offerings include non-Montessori materials and activities such as dress-up, board and card games, toys, and puzzles. Teachers provide age-appropriate direction in areas such as art, organized games, sports, and strategic games.

We offer before-school care, afterschool care, some early release days and intersession camps care for students in Pre K- 8<sup>th</sup> grade.

### **ADMISSION**

Admissions to all of our programs are on a ‘first come-first served’ basis. Completed applications, fees, and registration fees guarantee a child's spot in the program. Information on how to apply can be found on our school website/ What we do / Before & After School Program.

### **WITHDRAWALS**

*Parent-initiated withdrawals require a 30-day notice in writing.* Parents are obligated to pay to the end of the 30-day notice period even if their child/children are not in attendance. Changes in days of attendance require a 2-week notice in writing.

### **DISCIPLINARY**

Casa Esperanza reserves the right to dismiss for the remainder of the day or for the remainder of the session any child who poses a disciplinary problem that cannot be resolved through redirection or reminders. The Childcare Program Director’s decisions are final.

### **EMERGENCY DROP IN**

There is a drop-in rate at **\$10.50** for before school and **\$21.00** for afterschool - subject *to availability*. Please contact BASC Director Cynthia De Amat for drop in services. Is it your first time using our services, please fill out the 2024-2025 Drop in Form located on our website.

### **SNACK AND ALLERGY INFORMATION**

We do not provide afternoon snacks. Each child needs an afternoon snack, daily. Please indicate any food allergies on enrollment form. We will have a list of children with allergies for reference in each classroom.

### **DROP OFF (BEFORE CARE)**

Doors open at 7:00 am and parents will be able to drop students until **7:30am**. Park your car at any visitor parking and come in through the front door. At the door, there will be a sign-in sheet. Please remember to **sign your child in** with the time and your initials. If you arrive after 7:30, we will ask you to join the carpool line.

### **PICK UP (AFTER CARE)**

Afterschool dismissal will start as soon as carpool is over (around **4pm**). Park your car at any available parking spot and come to the front door (ring the bell if needed). Sign out your child/children in the binders located at the front office and proceed to wait for your child/children in the little waiting room.

### **LATE PICK-UPS**

**Our program ends promptly at 6 pm. We kindly ask parents to arrive by 6 pm to pick up your child/children.** An additional fee of \$1 per minute per child will be due immediately when a parent picks a child up late. Payment is expected at pick-up time. Chronic late pick-up can be a cause for dismissal from the childcare program. Call the BASC Direct Line (919)749-6343 if you will be arriving minutes late.

### **ACCIDENTS/ INCIDENTS REPORTS**

You will be notified in writing of any incident /accident while in our care. All aspects of the school-day discipline, behavior, and health policies are in force during all childcare programming.

### **AUTHORIZED PICK-UP PERSONS**

We will ask to see an ID if we do not know you or the person coming to pick up your child. Please make sure that the person picking up your child is on the approved to pick-up list. If you want to add a new authorized pick-up person to your list permanently or just for one specific occasion, please email Sra. De Amat at [cdeamat@cemcs.org](mailto:cdeamat@cemcs.org)

**\*\*If you are picking up in a carpool, please inform the BASC Director and your child/s teacher in advance so your child isn't sent to afterschool. \*\***

### **TUITION PAYMENT**

Tuition payments are due on the first of each month. There is a late fee of **\$25** added to all accounts with outstanding balances by the 5<sup>th</sup> of each month. Repetitive late payments (after the 5<sup>th</sup> of each month) could be a risk of continuation in our program and/or your spot may be offered to a family on our waiting list.

## **School Year Childcare Program Information**

### **Before School 7:00 am -7:35 am**

This is a quiet, mixed-age environment designed to gently ease students into their school day. We divide students in two groups: CH/LE and LEUE/MG. No food is provided, but children may bring a healthy breakfast from home to eat and finish before their school entrance time. Children will enjoy gym time and/or outdoor time when weather permitted.

### **After School 3:05 PM-6:00 pm**

The After School program will group children in developmentally appropriate groups as follows:

**CH** (Pre-k, Kindergarten)

**LE** (First – Second)

LEUE (Third – Fourth)

UE/MG (Fifth – Eight)

\*Subject to change based on number of students enrolled in the program\*

### **Early Release 11:45am -6:00pm**

Some Early Release Day are included for all BASC enrolled students. Childcare is available on a first-come first-served basis to all non-enrolled BASC Casa students, *subject to availability*. Children will eat their lunch and continue their day with planned activities. **Space is limited.**

The Following Early Release days are **INCLUDED** in the After after-school fee this school year:

**September 17, 2024**

**November 5, 2024**

**January 28, 2025**

**April 29, 2025**

**May 9, 2025**

Early Releases Days before a Holiday or School Break **ARE NOT INCLUDED** this school year:

**October 3, 2024**

**November 1, 2024**

**November 26, 2024**

**December 20, 2024**

**January 17, 2025**

**February 14, 2025**

**March 13, 2025**

**April 17, 2025**

**May 23, 2025**

**May 29, 2025**

**WHAT TO BRING:** (all labeled with child's name)

Healthy Afternoon Snack

Water Bottle

### **ENRICHMENT PROGRAM**

Our afterschool program offers an amazing enrichment program open to ALL casa students. Some programs/clubs we have offered in previous years are soccer, chess club, book club, Zumba, Lego club, Marital Arts, etc. Some enrichment clubs are included in your afterschool tuition while others are at an additional cost. Registration will open a few weeks before each quarter. Please reach the BASC Director for registration questions.

### **HOW TO REACH US**

VERY IMPORTANT! If you need to reach someone in the childcare program during childcare hours, please call the BASC Direct Line at **919-749-6343**. Please do not call directly the school line as this phone is unattended during the hours of 3:00 – 6:00 pm.

Should you have any questions about the Before and After School Program, please contact Cynthia De Amat – BASC Director at [cdeamat@cemcs.org](mailto:cdeamat@cemcs.org).

