Before or After Care 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: ________________________________________________

Teacher’s Name: ___________________________ Child’s Grade & Class: ________

Parent/Guardian’s Name: ________________________________________________

Parent Signature: _________________________________________________________

Parent/Guardian’s Email Address: __________________________________________

Parent/Guardian’s Phone (during BAC hours): ________________________________

Emergency Contact Name: ________________________________________________

Emergency Contact Phone: _______________________________________________

Payments:

Payments are due prior to or on the day of the arranged drop-in date, by drop-off for Before Care or pick-up from Aftercare. Payment may be made through [Jeffco Connect](http://www.jeffcoconnect.org) or by [credit card](http://www.jeffcoconnect.org) (during regular office hours only). 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](mailto: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!
Drop-In Before and After Care information (please 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), Check Card or through Jeffco Connect.
3. Full (daily rate) Aftercare Drop-in fees apply regardless of the amount of time your child spends in Aftercare. There are no discounts for early pick-up and no discounts for multiple children.

Behavioral 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 the Afterschool programs. The children are expected to respect the staff and each other. If the staff is unable to resolve on-going or serious behavior issues (such as aggressive, abusive, disturbing, or destructive acts), the site coordinator or Assistant Principal will discuss the problem with the parents to establish a plan for dealing with the problem. If the child’s behavior does not change in a reasonable length of time, the site coordinator and or Vice Principal will inform the parents and will schedule a conference. If the problem cannot be resolved, the site coordinator and or Assistant Principal will give the parents a notice of dismissal from the before or after-school program.

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

Drop-Off / Pick-Up Procedures:
Please refer to your Parent Handbook for specific procedures on how to drop-off/pick up your child for Before and/or After Care.

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 turned over to Social Services, per Jeffco policy.
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.” We will advise you of whether a position will be available for you for the time you’ve requested.

Hours & Drop-In Fees

<table>
<thead>
<tr>
<th>Before School: 7:00 am – start to school</th>
<th>After School: Dismissal – 6:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop In: $16.50 per day (collected day of)</td>
<td>Drop-In: $33.50 per day (collected day of)</td>
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</tbody>
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9/27/2019