Before or After Care Drop-In Request Form
An application must be filled out for each student in the family

Indicate program and dates requested:

☐ Before Care (7:30 am - start of school) - $16.50 per day
  Date(s) requested: ___________________________________________

☐ After Care (Dismissal - 5:30 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/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 After Care. Payment may be made through Jeffco Connect or by credit card (during regular school 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 Jane Connard, FHM Enrollment Secretary, at JConnard@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!

09/08/2020
Drop-In Before and After Care information (please copy for your records)  Please Read

Payment Policies and Procedures
1. Before Care positions will be filled on a first-come, first-served basis.
2. ONLY students who are already enrolled in the After Care cohorts are able to drop-in for After Care.
3. Payment can be made by check (payable to Free Horizon Montessori), Check, Credit Card (during regular school hours only) or through Jeffco Connect.
4. The full, daily rate After Care Drop-in fee applies regardless of the amount of time your child spends in After Care each day. There are no discounts for early pick-up and no discounts for multiple children.
5. FHM does not carry accounts in arrears. Drop-in requests will be denied for students having overdue fees or fines until the account is brought to current, per the FHM Financial Secretary.

Behavioral Agreement
When correcting a student’s behavior, the staff verbalizes and demonstrates to the student what should be said or done rather than focusing on the unwanted behavior. The staff explains the reasons for the rules students are asked to follow. School rules are in effect during the BAC program. Students are expected to respect the staff and each other. If the staff is unable to resolve ongoing or serious behavior issues (such as aggressive, abusive, disturbing, or destructive acts), the Child Care Director (CCD) or Assistant Principal (AP) will discuss the problem with the parents/guardians to establish a plan for addressing the behavior. If the student’s behavior does not change in a reasonable length of time, the CCD and/or AP will schedule a conference with the parents/guardians. If the problem cannot be resolved, the CCD and/or AP will give the parents/guardians a notice of dismissal from the BAC 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 BRING ID! Primary students are picked up from AC utilizing their exterior classroom door – park in the upper lot, cross the playground heading west, and head down the stairs to the last door on the left. If the children are not on the playground, knock on the classroom door and your child will be brought to you. Elementary students are picked up at the front door. Remove mask (briefly), hat, and sunglasses. Ring bell and state your name and the child’s name. The child will exit out the front door. Parents may not enter the school building.

Late Pick-Up Fees / Procedures
If your child is not picked-up by the end of the normal business hours, 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

Before School: 7:30 am – start to school
Drop In: $16.50 per day (collected day of)

After School: Dismissal – 5:30 pm
Drop-In: $33.50 per day (collected day of)