



# Lower Campus After School Program Fees & Policies

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## After School Program Contact

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## Program Overview

Students in Preschool and Kindergarten have the option to stay and play and be creative daily until 6:00 pm. We offer flexible programs with pick-up times at 4:00, 5:00, or 6:00 pm. The after-school period is a non-academic time for fun free-play and social-skill building. Our after-school teachers also offer structured activities, such as cooking and craft projects, reading time, and more.

## Registration

Parents will be informed about important registration dates via email. Please note that enrollment in the Lower Campus afternoon program is unrestricted and we can accommodate all students until 6:00 pm.

The online after-school program registration forms can be found on [MyGISB](#). To make changes to your students' ASP schedule, you must notify The Director of Co-Curricular Programs in writing.

## Fees

Fee for pick up at 5:00 pm or 6:00p pm: \$200 for each additional hour per semester

Fees are calculated per semester and account for vacations and field trips in the regular school schedule. In addition, we offer a 30% sibling discount.

Families who start at GISB after the end of August and families who leave during the school year may have the option to pay pro-rated fees. This requires advance notice and arrangements for these circumstances are not final without notice in writing from the Director of Co-Curricular Programs.



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### **Fee Examples:**

Example of daily 5:00 pm pick up: 5 hours x \$200 = \$1,000 for the full semester

Example of daily 6:00 pm pick up: 10 hours x \$200 = \$2,000 for the full semester

Example of flexible pick up: 2 days until 5:00, 3 days until 6:00: 8 hours x \$200 = \$1,600 for the full semester

Please also see our regular preschool and kindergarten tuition information on our website.

## **Policies**

### **Cancellation**

Programs may be canceled due to lack of enrollment or unforeseen circumstances. All programs and classes are “weather permitting”: there will be no after-school program in case of school closings and vacations. No make-up classes are available.

### **Withdrawals**

Please contact the Director of Co-Curricular Programs in writing. No transfer of fees will be allowed to any other program or child.

### **Late Pick-ups:**

We expect all students to be picked up on time. Late pick-ups are charged at \$1/minute.

### **Last-minute sign-ups / extra hours**

Parents who need after-school care unexpectedly may sign-up via email or in-person in the main office. Additional hours are charged at \$15/hour. You will receive a separate invoice for last-minute sign-ups at the end of each week.

### **Behavior Expectations**

Students are expected to follow the GISB’s code of conduct at all times while participating in the after-school program. Students are expected to participate in an activity in a way that is not disruptive to the instructor or other students. If your child’s disruptive behavior impacts the experience of fellow students in the class, or if your student is disrespectful to the teacher, you will be contacted. If the behavior persists, your child may be temporarily or permanently dismissed from the program without a refund.

## **Frequently Asked Questions**



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**What are the hours of the after-school program (ASP)?**

ASP at the Lower Campus runs daily from 2:00 pm – 6:00 pm. Pick-up times are either 4:00, 5:00, or 6:00 pm.

**Can pick-up times be flexible?**

The 2:00 or 4:00 pm pick-up time must be selected upon enrollment and is a year-long commitment. However, having a flexible schedule with different pickup times after 4:00 pm is an option. Drop-in hours are also available with advanced notice.

**Does ASP have a routine schedule comparable to the morning program?**

Yes. While there is a lot of flexibility and free play in ASP, structure, and routine are still an essential part of our afternoons.

**What does the transition from morning to afternoon look like?**

The after-school program teachers arrive at 2 PM and check-in with the morning teachers in their pod. If there is any information from the day that needs to be communicated, the morning teachers will relay this information to the ASP teachers. The morning teachers stay until 2:15 allowing a smooth transition for the students.

**Do students stay in their pods during ASP?**

Yes, students stay with the same children in their pods during ASP, except when pod partner classes share the playground.