

AFTER SCHOOL CARE PROGRAMME

Kindergarten – Year 6

The school has an After School Care programme for students from Kindergarten to Year 6 that operates from 2.15pm to 5.30pm. To support the increased need for after school care we have recently enhanced this programme with additional qualified staff and greater resources. The programme is staffed by four full-time staff members and our teaching assistants as needed. The maximum ratio of staff to students is 15:1. Students are supervised in the canteens in two groups, infants and juniors. The structured programme includes time to relax and watch a movie, enjoy a healthy snack, take part in arts & crafts activities, do puzzles and play games until 4:00 pm. Thereafter, the students move outside for free play, games & activities.

HOURS OF OPERATION

We expect that all students are collected from school as soon as possible following the end of the regular school day. Students *not collected by the times shown below* will automatically be registered for After School Care and charges for this service will then commence.

KG	2.15pm
Year 1-2	2.45pm
Year 3-6	3.00pm

The After School Care programme ends at 5.30pm and we ask that all students are collected by this time. Naturally we understand that plans occasionally go awry and we do have a plan in place to ensure that students are not left unattended should they remain at school after 5.30pm. The Afterschool Emergency telephone number, to be used from 4:00pm onwards only, is **(345) 922-8433**.

A register of all students attending After School Care is taken at the beginning of the session and regular checks are made during each session. Parents are required to sign the register when collecting their child.

ENROLLING IN AFTER-SCHOOL CARE

A registration form is available on our website www.cayprep.edy.ky or via the school office. We ask that, should you wish to make regular use of the After School Care programme, you complete the form prior to the start of the academic year. For occasional use, please endeavour to notify the school office on the day that attendance is required. Conditions of attendance require all students to adhere to the behaviour policies expected and outlined by the School. Failure to do so may result in withdrawal from the programme.

CURRENT FEES (effective Sept 1st 2016)

- CI\$9 for the first hour or part thereof
- CI\$15 per day or for any time greater than one hour
- CI\$250 maximum charge per month
- CI\$8 for the first 10 minutes after 5.30pm and \$8 for every five minutes thereafter

BILLING

Charges for After School Care are billed within 3 working days of the end of the calendar month. Invoices are sent to parents via email and are payable upon receipt. Payments may be made by cheque or cash at either school office or online through Butterfield or Cayman National Bank. Please note that in the event payments are not made promptly we may ask that students be withdrawn from the After School Care programme.