



After School Care Program – 2023/2024

Kindergarten – Year 6

The school has an After School Care program 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 program with additional qualified staff and greater resources. The program is staffed by 4 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 program 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 or the hall for free play, games & activities.

HOURS OF OPERATION

We expect all students to be collected from school at the end of the regular school day. As per the following hours: KG – 2.00 pm/ Infants – 2.15 pm / Juniors – 2.30 pm.

Students not collected by the times shown below will automatically be registered for After School Care and charges for this service will then be charged.

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

The After School Care program ends at 5.30pm and all students are to be 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.edu.ky or via the school office. We ask that, should you wish to make regular use of the After School Care program, 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 program.

CURRENT FEES (effective for academic year 2023/2024)

- CI\$10 for the first hour or part thereof
- CI\$16 per day or for any time greater than one hour

BILLING

Charges for After School Care are billed within 5 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. Please note that, in the event payments are not made promptly, we may ask that students be withdrawn from the After School Care program.