

**TRANSFIGURATION SCHOOL
2008-09**

**TO: Transfiguration School Parents
FROM: Audrey Woods, Principal
RE: After School Care Program**

The Transfiguration School After School Care Program is being planned for the 2008-09 school year. If you wish to enroll your child in the program, please complete the attached form and return it to the school before August 31, 2008.

The Program will be in session on all school days until 6 p.m. On half days, the Program will begin at dismissal time and run until 6 p.m. Children must be picked up promptly. There is a late fee of \$10 for every 15 minutes for children who are not picked up by 6 p.m. Continued or excessive lateness will result in your child's removal from the program. In the event of a true emergency, please call the school and notify the teacher in charge that you will be detained.

The Program will include free play activities, in the playground and in the gym, organized games, story time, artwork, use of the library, snack, quiet time and homework supervision. It is suggested that children bring a change of clothes, including sneakers, so that they can participate more comfortably. Please place your child's name in all belongings.

Fees are made payable to Transfiguration School. Payment must be made separately from tuition since these costs are tax deductible. Fees are due on the last day of each week for full-time participants. The cost is \$110 per child, per week; two or more children from one family pay \$130 per week. In the event that a child chooses to participate in another activity occasionally, the full weekly fee is still due, since the program is based on planned revenue. Any change in a child's normal routine must be made known to the school office in writing. Part-time participants are charged \$24 per day for one child; two or more children in the same family pay \$30 per family, which should be paid on the day your child(ren) attends the program. (Anyone not enrolled on a weekly basis is considered a part time participant.)

The After School Care Program will be staffed by Transfiguration School teachers. It was conceived as a service to our school parents who work and are seeking quality supervision for their children.

Please return the tear-off below to the school office for enrollment in the program by Aug. 31.

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FAMILY NAME _____ Child's name _____
Child's name _____ Child's name _____

Full time enrollee _____ Part-time enrollee _____ (# of days per week _____)

I would like my child to start the program on _____
(date)

I agree to the guidelines stated above _____
(Parent/Guardian Signature)