



Before/After Care Policy

Effective August 14, 2019

Bridgeway Academy offers before and after school care for students. Before care drop-off begins at **8:00am** and students remain in before care until their teachers pick them up. After care begins immediately after school and all students must be picked up by **5:30pm**.

Description of Program: Before/After care is not an extended school day. Children are cared for by teachers and other staff of Bridgeway Academy at the state mandated ratio, and not those adhered to in the classrooms. During Before/After care, children participate in semi-structured and free choice activities. These activities include large motor activity opportunities in the gym or outside, books and puzzles, games, arts and crafts, and more.

Snack: During After care children may have left over lunch items or snack from their lunch bags. If your child is going to be with us later in the day, you may consider labeling a specific snack item for "After care" to be in their backpack. We do have in place a No Nut policy because our areas are used by many different students throughout the day.

Schedule: An application including a detailed schedule is required annually. Effective October 1, 2019 there will be no "drop-in" option for Before/After care. Changes to the schedule must be submitted in writing in advance.

There is a strict interpretation of the schedule you provide. For example, if you list that your child will attend Before/After Care on Monday, Wednesday and Friday, you will be charged for those days unless your child has an approved absence. These charges are avoidable by following the procedures outlined below:

- An "approved absence" is any absence that has been confirmed by you with either the classroom of the Front Desk.
- If your child is absent from school and you do not notify the Front Desk or the classroom the child will be marked as unexcused from school and you will be charged \$10 for a 4:00 pm pick up from aftercare (3:00 pm on Fridays).
- If you are picking up your child early or in the pickup line on a day where he/she is scheduled for aftercare, you will need to notify the front desk by 2:45 PM for it to be considered excused.*
*Communication of this nature should not happen verbally to a teacher during drop off in the morning. Please provide a written note, email: attendance@bridgewayohio.org or call 614-262-7520.
- If there is a change to Before Care, excused absences will need to be reported by 8:00AM via phone or email to the Front Desk. **Classroom email or DOJO messaging will not be accepted for Before Care.**

BRIDGEWAY ACADEMY

614-262-7520 | 2500 Medary Avenue, Columbus, Ohio 43202

www.bridgewayohio.org

Before care rate per day: \$8 for the 1st child, and \$5 for the 2nd child per day. If you drop your child off between 8:30 and 8:45am there will be a fee of \$5. *Fees for Before care are independent of the charges for After care.*

After care Rate: Rates for After care start at \$5, and increase by \$5 increments by the half hour.

| | <u>Time of Pickup</u> | <u>Primary</u> | <u>Secondary</u> | <u>Addtl Child</u> |
|---------------------------------|-----------------------|----------------|------------------|--------------------|
| Monday through Thursday: | 3:15-3:30 | \$5 | \$0 | \$2.50 |
| | 3:31-4:00 | \$10 | \$10 | \$5 |
| | 4:01-4:30 | \$15 | \$15 | \$7.50 |
| | 4:31-5:00 | \$20 | \$20 | \$10 |
| | 5:01-5:30 | \$25 | \$25 | \$12.50 |
| Friday Rates: | 2:10-2:30 | \$5 | \$5 | \$2.50 |
| | 2:31-3:00 | \$10 | \$10 | \$5 |
| | 3:01-3:30 | \$15 | \$15 | \$7.50 |
| | 3:31-4:00 | \$20 | \$20 | \$10 |
| | 4:01-4:30 | \$25 | \$25 | \$12.50 |
| | 4:31-5:00 | \$30 | \$30 | \$15 |
| | 5:01-5:30 | \$35 | \$35 | \$17.50 |

After care rates cap at \$120 per week. This means that if your child uses daily After care services until 5:30, you would have a savings of \$15/week.

Late Fees: Any pick up after 5:31pm will result in a Late Fee. Between 5:31 and 5:40pm will be a charge of \$5. After this, late pick up charges will be designated by 15 minute increments, with each 15 minute charge being \$10. For example, if you pick up your child at 5:45pm it will be a charge of \$10; a pickup at 6:00pm will be \$20. It should be noted that late fees and no reservation fees will be charged to your account, even if you have exceeded the \$120 After care cap-out rate for that week. Before and After care are billed at the end of each month. Your balance for Before and After care must be current at all times in order to utilize these services.

If you have any questions or concerns, please reach out to your building's After care coordinator or the Business Office.

Bridgeway Academy Contact Information:

Phone: 614-262-7520

Fax: 614-262-7540

Email: Primary School After care: aftercare@bridgewayohio.org
 Secondary School After care: BJones2@bridgewayohio.org
office@bridgewayohio.org

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