Welcome to SOAR Before and After School Program at SJB! This page carefully outlines the terms of agreement, policies, and procedures for both programs and it is important that you read and understand it in its entirety.

**Morning Care Information and Policies**

- Morning Care operates from 7:00 AM until 8:45 AM.
- Morning Care is in the SOAR room.
- You must drop your child off in the SOAR room where they are signed in by an adult on the iPad. Toddlers must be dropped off in the Toddler Community located in the Annex building of the school.
- Students are given choices between arts and crafts, free play, games, or other activities by the morning care coordinator. At 8:45, students are escorted to their classroom to begin the day.
- To schedule drop-in care for a day your child is not signed up, please contact the main office 24 hours in advance. Drop-in care cost is $25/day. SJB reserves the right to refuse drop-in care without proper advance notification if staffing ratios do not permit the addition of another child to the room.
- To cancel or change morning care services, provide a written statement (an email works) to the office at least two weeks before the cancellation or change will take place.

**SOAR After School Program Information and Policies**

- SOAR operates from 3:30 until 6:00 PM. Snack is included.
- Pick up will be in the SOAR room or the gym. Upon pick up, sign your child/ren out on the iPad.
- Students sign in and have snack from approximately 3:30-3:45pm and then head to their enrichment club. After the enrichment club is over, students may work on homework or have play time until 6:00 PM.
• Sign your child up for only one after school enrichment option, circle the appropriate option(s) on the registration agreement. Please note that only one option can be chosen per day. (You cannot sign up for both Lego and Math on Mondays).

• If you need help with the price of the SOAR programs, please contact Monica Benda at mbenda@stjohns-excelsior.org.

• To schedule drop-in care for a day your child is not signed up, please contact the main office 24 hours before the day drop-in care is needed. Drop-in care cost is $30/day. SJB reserves the right to refuse drop-in care without proper advance notification if staffing ratios do not permit the addition of another child to the room.

• To cancel or change the after school enrichment options, provide a written statement (email works) to the extended day coordinator at least two weeks before the cancellation or change will take place.

**Billing Procedures:**

• Each month you will receive a statement via your TADS account. Payments will be automatically taken out on the date given from TADS in the e-mail invoice or mailed statement.

**Billing Policies:**

• Before School Care and After School Care tuition are billed through TADS.

• Drop-in services are available at a rate of $25/morning or $30/afternoon, with 24 hour advance notice.

• Late registration and early withdrawal from a SOAR enrichment program does not qualify for a prorated quarterly charge. The instructors for these programs are contracted based on student registration and refunds cannot be extended when a student withdraws from a program.

• **Late pickup charge is $1/minute/child after 6:00 p.m. The fee will be added to the next month’s invoice.** The clock used to “stamp” the time is on the iPad where the student is signed out.

• Returned checks, returned credit card payments, and returned ACH items are subject to a $35.00 charge. The fee will be added to the next month’s invoice. A $35 late fee will be assessed for any past due TADS invoices.