SOAR Morning & After Care Agreement Policies

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 7:30 AM until 8:35 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 8:35, 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.

SOAR After School Program Information and Policies

- SOAR operates from 3:30 until 5:30 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
- If you need help with the price of the SOAR programs, please contact Sophie Favorite at sfavorite@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 is $75 for a full day in Children's House, and $100 for a full day drop in for the Toddler Community. 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.

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, early withdrawal, and schedule changes from the schedule a parent or guardian signed up for do not qualify for a prorated charge

- **Late pickup charge is $1/minute/child after 5:30 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.