



memphis college prep

• ELEMENTARY SCHOOL •

Before and After Care Program

2018-2019

Information & Policies

Overview

Before and After Care at Memphis College Prep is a service provided to accommodate parent schedules before and after normal school hours. The program is designed to provide a safe, supervised, and structured environment for students to complete homework, get some physical activity, and develop relationships with their peers. The program is supervised by MCP teachers, and activities may include non-MCP staff whose backgrounds and references have been checked thoroughly.

The After Care program will include a nutritious snack and dinner provided by Shelby County Schools.

Hours and Days of Operation

The Before and After Care program operates only on regular school days when school is open for both students and teachers. After care will not be provided on 11:45 a.m dismissal days.

The Before Care program runs from 6:15am-7:15am, at which time students will be served breakfast and prepare for the school day. In case of inclement weather or delayed school openings, Before Care will not be provided. Before Care will be provided on all school days, regardless of dismissal times.

The After Care program runs M, T, Th, F from dismissal (4:00pm) until 5:45pm. The After Care program runs Wednesdays from 2:00-5:45pm. On days when inclement weather or other issues require an early dismissal, After Care will not be provided. After Care will not be provided on abbreviated days.

Policies

Attendance

- All Scholars participating in Before and After Care will be expected to adhere to MCP Core Values and Expectations
- Attendance will be taken daily to ensure correct billing

Enrollment

- For the convenience of families with an unexpected emergency circumstance, the program will be available at a reasonable one-day drop-in rate. If you expect to use the emergency service more than once per month, you must enroll in the program.
- Scholars who are not picked up by 4:45pm will participate in After Care, and parents will be charged a daily rate. Scholars who are not picked up by 4:45pm **more than two times per month** will be automatically enrolled in the program.

Billing

- Parents will be billed on a monthly basis for care provided in the next month (ex., parents will be billed in Jan for care provided in Feb).

- No refunds are offered for days, weeks or holidays that are not utilized. Days and weeks are not rolled over to subsequent months.
- Parents will be automatically billed for care. If you do not wish for your child to participate in Care programs, we must receive written notice (email is fine) **no later than** 48 hours before monthly billing.
 - If you would like to unenroll your Scholar and then re-enroll for a later month, you must submit a new enrollment form.
- If payment falls behind for a scholar enrolled in the program, the scholar will be removed from the program until payment has been made. MCP is happy to work with you on payment plans.

Pricing

Pricing is based on a per-month enrollment fee. We understand that Scholars may not need care every week; in response to this, our monthly pricing is a more affordable fee than paying on a weekly basis, while giving parents the certainty of having their Scholar be taken care of any day that’s needed. Payments will be due on the first of the month for the month’s upcoming services. If the 1st of the month is not a school day, payment is due on the first school day of the month.

We offer a \$20 discount applied to total cost when parents enroll two or more siblings in the program.

As mentioned above, emergency situations will incur a daily fee of \$15 that will be charged to your student’s account.

Care Program	Monthly Fee*
Before School Care only (M-F)	\$65
After School Care only (M-F)	\$130
Before & After School Care (M-F)	\$160
After School Care Wednesday only	\$50

*If you are interested in enrolling your Scholar in Care for the entire school year, please contact us for pricing.

Before and After Care will begin the week of August 14th. August and December pricing will be less due to amount of days in school for the month.

August/December Care Program	August/December Monthly Fee*
Before School Care only (M-F)	\$30
After School Care only (M-F)	\$60
Before & After School Care (M-F)	\$75
After School Care Wednesday only	\$25