

Extended Care Policies & Program Agreement 2026-27

Philosophy

Rooted in the Montessori tenets of grace and courtesy; respect for self, others and the environment, TMS is dedicated to providing each child with a variety of mental and physical activities guided by child choice. Children explore, question, and problem-solve on a daily basis to promote social, emotional, physical and cognitive growth outside of regular school hours of 8:15 AM-3:00 PM.

Extended hours of care by trained TMS staff is offered as a service to TMS families in Children's House and older. In order to ensure adequate staffing, contracts for care are offered on an annual basis. The daily limit for Extended Care is fixed based on contract.

Morning Care – 7:30-8:15 AM

- Annual contracts is offered for 5 days per week/\$1500 for the year

Aftercare – 3:00-5:45 PM

- Annual contracts offered for one to five days per week.
- Contracts must be for specific week days and cannot be changed due to an absence for any reason.
- No drop-ins will be allowed.
- **Late fees:** If a child is not picked up by 5:50, families will be charged \$5/min and parents will need to sign the child out upon arrival with a timestamp.

Release of Children

- Children may only be released to persons approved by parents on the child's Emergency Contact Form. If a child is to be released to another person, please notify the office **in writing**.
- Aftercare Daily Attendance Roster – Parents or other approved persons are required to initial the Aftercare Daily Attendance Roster and record the time of pick-up. In the absence of initials and time by parents, pick-up time will be recorded by Aftercare staff.

Students not picked up by the following times are considered late and will be charged.

- **Half day Toddler: after 12:05 PM**
 - **Half Day Children's House: after 12:15 PM**
 - **Full Day: after 3:35 PM** (Students not picked up by this time will be sent to aftercare and charged accordingly.)
 - **After Care: after 5:50 PM**
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- **Late fees:** Families will be charged \$5/min (not to exceed \$100 per occurrence) and parents will need to sign the child out upon arrival with a timestamp.
- If a parent is unexpectedly detained and will arrive late for pick up, a call must be made to the school as soon as possible to notify staff.

Billing

- Late fees will be billed monthly.
- Invoices are based on the record from Classroom Guides and Aftercare Daily Attendance Rosters submitted to the Business Office.
- No refunds will be made for contract days missed for any reason (including weather related issues).
- Any questions regarding billing should be addressed in writing to the Business Office at business@themontessorischool.us.

Any changes to contract days should be addressed in writing to the office administrator office@themontessorischool.us and will need to be approved.

► MORNING CARE	Select your Class Level	Your Morning Care Rate
7:30-8:15 AM	Children's House & Elementary	\$1500
► AFTERCARE	Select which Days you will need Aftercare	Your Aftercare Rate based on the days you have selected
Children's House-3:00-5:45 PM	Mondays	1 day/week / \$1,175
	Tuesdays	2 days/week / \$2,310
	Wednesdays	3 days/week / \$3,540
	Thursdays	4 days/week / \$4,680
	Fridays	5 days/week / \$5,670
Elementary-3:00-5:45 PM	Mondays	1 day/week / \$855
	Tuesdays	2 days/week / \$1,645
	Wednesdays	3 days/week / \$2,490
	Thursdays	4 days/week / \$3,330
	Fridays	5 days/week / \$4,190

► PAYMENT PLAN OPTIONS (Choose 1)

- Pay the full amount on or before August 1.
- Pay 50% on or before August 1; the remaining 50% on or before January 1.
- Pay monthly payments, the first due on August 1 & the remaining due on or before the first of each successive month.

TMS reserves the right to terminate this agreement or suspend the student's attendance at any time or from time to time upon written notice to the parents if, in the opinion of the school, the further attendance of the student would not be in the best interest of the student or the school. This agreement is subject to the conditions stated in the Extended Care Policies and to all reasonable regulations which the school may adopt. Please note that the information above is subject to change. Sign and date this agreement, and return to TMS.

Availability of registration to the Extended Care Program is contingent upon adequate staffing and space.