

# THE VILLAGE

An After-School Experience for  
Children K-6



## 2022-2023

Our mission is to provide a warm, safe, and  
challenging environment that supports the  
Walden School ways of caring for the earth and  
all of its inhabitants.

Dear Walden Parents,

We'd like to welcome all newly enrolled and continuing families to The Village, an after-school experience offered by Walden School.

The Village program is committed to furthering the children's experience with the Walden philosophy while meeting parents' needs for quality childcare. We recognize the distinction between school hours and the after-school sessions; however, we strive for continuity. As an extension of our day program, the Walden philosophy, policies, and expectations for behavior and staff excellence are in effect during The Village. Excellence, positive communication, caring, and conflict resolution are not just classroom catchwords. We encourage and support the practice of these principles during the after-school program, as well as at home and in the community.



Faculty and staff at Walden understand that children who spend all day in an academic environment have differing needs in an after-school program. Being away from family for long hours can be difficult for both children and parents alike, so The Village is a program developed to allow children to participate in a variety of activities. Some of our activities include arts and crafts, indoor and outdoor games, homework assistance, specialty classes, quiet time, and socializing with friends. Within the Walden spirit, children will be encouraged to try new activities but will not be pressured to participate if they choose not to. We strive to provide an assortment of activities to spark every child's interest.

Attached is a description of services, options, program costs, and registration forms. Please thoroughly review this information and return all registration forms to the Front Office.

We are looking forward to another exciting year. Please do not hesitate to ask any questions or to make any suggestions. Communication is essential! You can reach us by emailing [wmatsuno@waldenschool.net](mailto:wmatsuno@waldenschool.net) or telephone (626-792-6166 x 176, after August 29. Thank you in advance for all your cooperation and support.

Sincerely,

Whitney Matsuno  
The Village at Walden School

## K-6 GENERAL INFORMATION

### P.M. CARE

Extended day childcare is available every school day afternoon, two, three, four, or five days a week on a regular basis. Two, three, and four day a week arrangement can be used on any days of the week you choose. See attached forms for costs, registration, and details.



### A.M. CARE

Morning childcare is available every school day morning from 7:00 a.m. - 8:00 a.m. There are two options:

- Regular Use – This is a five day per week arrangement at a cost of \$165 per month.
- Occasional Use - You can drop in on an hourly basis at a cost of \$13 per hour.

### OCCASIONAL USE

Occasional Use is a flexible, drop-in arrangement available on a per hour basis. The cost is \$13 per hour. Billing is calculated in one-hour increments beginning at 3:15 p.m. No need to sign up - we will automatically bill you.

Your child will be welcome on any regular school day morning or afternoon. No prior arrangement is necessary; however, we appreciate you contacting The Village at 626.792.6166 x 176 or by emailing [wmatsuno@waldenschool.net](mailto:wmatsuno@waldenschool.net) to let us know that your child will be joining us.



### HOLIDAY CARE

Holiday care is open to all Walden students regardless of prior participation in The Village program. Advanced registration is very important to the planning of activities and supervision.

See attached form for dates, costs, and details. Children not registered by the flyer due date will be subject to an additional \$10 late registration fee.





### SIGN IN/OUT

To assure fairness, all children are signed into The Village at 3:15 p.m. Signing your child out is extremely important. We must know who has left our care in the event of an emergency. If you do not sign out your child, we will bill you for the maximum (6:00 p.m.) for that day. Your cooperation is crucial for the safety of children and for accurate, low-cost billing.

### LATE CHARGES

The Village closes promptly at 6:00 p.m. We ask that you respect the needs of the staff and the school by arriving early enough, so that you and your child are prepared to leave by 6:00 p.m. Parents of children not picked up by 6:01 p.m. will be charged a late fee of \$1.00 per minute.

### EXTENDED DAY PAYMENT

All prepaid fees are due on the 1<sup>st</sup> of the month and are considered delinquent if not received by the 5<sup>th</sup>. In cases where payment for childcare is not received by the 15<sup>th</sup> of the month in which it is billed, the school reserves the right to ask the parent to make other childcare arrangements for the student.



### ENRICHMENT CLASSES

We offer a variety of academic, creative, and recreational enrichment classes throughout the school year for an additional fee. Professionals in their specific fields teach these courses. Due to developmental appropriateness, some classes are not available to all students. Details concerning classes, dates, and costs will be available in the Walden Weekly.

### TYPICAL DAILY SCHEDULE

- 3:10-3:35 Sign in / Snack / Indoor Play
- 3:35-3:45 Village Meeting
- 3:45-4:30 Activity 1 / Enrichment Classes
- 4:30-5:15 Activity 2
- 5:15-5:45 Free Play
- 5:45-6:00 Clean Up & Departure



**THE VILLAGE**  
**K-6**  
**2022 – 2023**  
**ENROLLMENT FORM**

Please complete this registration form and return it to the Front Office of Walden School no later than September 8. Receipt of the completed form is required for participation in The Village program and Holiday childcare packages.

Child's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent/Guardian # 1: \_\_\_\_\_ Work Phone # 1: \_\_\_\_\_

Parent/Guardian # 2: \_\_\_\_\_ Work Phone # 2: \_\_\_\_\_

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Please check below the package(s) you plan to use for the 2022 - 2023 school year.

<u>Package</u>	<u>Time</u>	<u>Cost</u>	<u>Initial</u>
AM Care – 5 days	7:00 a.m. – 8:00 a.m.	\$ 165 per month	_____
PM Care – 5 days	3:15 p.m. – 6:00 p.m.	\$ 305 per month	_____
PM Care – 4 days	3:15 p.m. – 6:00 p.m.	\$ 275 per month	_____
PM Care – 3 days	3:15 p.m. – 6:00 p.m.	\$ 250 per month	_____
PM Care – 2 days	3:15 p.m. – 6:00 p.m.	\$ 215 per month	_____
AM/PM Care	Both Times	\$ 405 per month	_____
Occasional Use	1 hour	\$13 per hour	_____

**NOTE:**

All childcare changes must be submitted in writing to Whitney Matsuno, Director of The Village. We must have a 30-day notice for the morning and after-school programs before we can change your designated package and fee. If advance notification is not given, you will be charged the higher designated rate.

**I have read and understand The Village information packet and agree to abide by the procedures and terms as stated:**

Parent/Guardian # 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian # 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# THE VILLAGE SCHEDULE 2022 - 2023

The following is a list of dates, hours, and Holiday Care costs. Sign-up sheets are circulated in the Walden Weekly approximately 2 weeks prior to the offering. RSVP to ensure adequate staffing. Failure to RSVP by the registration date the flyer will result in an additional \$10 late registration fee.

## **In-Service Days: Full Day Village (8:00 am – 6:00 pm) \$ 75**

- October 3, 2022
- October 31, 2022
- November 28, 2022
- January 9, 2023
- March 20, 2023
- April 10, 2023
- May 26, 2023

## **Parent Teacher Conferences (12:00 pm – 6:00 pm & 8:00 am – 6:00 pm) \$45 (half day) \$75 (full day)**

- October 26 (1/2 day), October 27, October 28
- March 15 (1/2 day), March 16, March 17

## **NO School / Village CLOSED**

- November 22 (1/2 day), November 23 – November 25 (Fall Break)
- December 22 (1/2 day), December 23 – January 6 (Winter Break)
- January 16 (Martin Luther King Jr Day)
- February 17 & February 20 (Presidents Day)
- March 30 (1/2 day), March 31 – April 7 (Spring Break)
- May 29 & May 30 (Memorial Day)