

Walden School

THE VILLAGE

An After-School Experience for
Children K-6



2019-2020

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 wmatsumo@waldenschool.net or telephone (626-792-6166 x 176, after August 27. 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, or five days a week on a regular basis. Two and three 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 \$155 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. You may also use Occasional Use for Holiday Care if you let us know in advance.

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 wmatsumo@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. Occasional Use can be used for Holiday Care by designating on the circulated sign-up sheet or the sign-in sheet when you arrive. Children not registered by the flyer due date will be subject to \$100 per day.



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 1st of the month and are considered delinquent if not received by the 5th. In cases where payment for childcare is not received by the 15th 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 Homework Help/ Reading Club/Activity 1
- 4:30-5:15 Activity 2/Enrichment Classes
- 5:15-5:45 Free Play
- 5:45-6:00 Clean Up & Departure



THE VILLAGE K-6 2019 – 2020 ENROLLMENT FORM

Please complete this registration form and return it to the Front Office of Walden School no later than September 5. 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: _____

***** Please check below the package(s) you plan to use for the 2019 - 2020 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.	\$155 per month	_____
PM Care – 5 days	3:15 p.m. – 6:00 p.m.	\$295 per month	_____
PM Care – 4 days	3:15 p.m. – 6:00 p.m.	\$265 per month	_____
PM Care – 3 days	3:15 p.m. – 6:00 p.m.	\$240 per month	_____
PM Care – 2 days	3:15 p.m. – 6:00 p.m.	\$205 per month	_____
AM/PM Care	Both Times	\$395 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 HOLIDAY CARE SCHEDULE 2019-2020

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 a \$100 drop-in fee.

TEACHERS' IN-SERVICE DAYS

<u>DATES/PACKAGE</u>	<u>TIME</u>	<u>COST</u>
October 7	8:00 a.m.- 6:00 p.m.	\$65 per day
December 2	8:00 a.m.- 6:00 p.m.	\$65 per day
March 23	8:00 a.m.- 6:00 p.m.	\$65 per day
May 22	8:00 a.m.- 6:00 p.m.	\$65 per day

PARENT/TEACHER CONFERENCES (FALL)

<u>DATES/PACKAGE</u>	<u>TIME</u>	<u>COST</u>
Oct. 30 (1/2 day)	12:00 p.m.-6:00 p.m.	\$45 per ½ day
OR		
Oct. 30(1/2 day), Oct. 31, Nov. 1	8:00 a.m.-6:00 p.m.	\$165 All 2 ½ days
OR		
Individual dates above-----		\$65 per day

WINTER BREAK

<u>DATES/PACKAGE</u>	<u>TIME</u>	<u>COST</u>
Dec. 23, 26,27,30	8:00 a.m.-6:00 p.m.	\$375 – All 6 days
Jan. 2 & 3		
OR		
Individual dates above-----		\$65 per day

PARENT/TEACHER CONFERENCES (SPRING)

<u>DATES/PACKAGE</u>	<u>TIME</u>	<u>COST</u>
Mar. 18 (1/2 day)	12:00 p.m.-6:00 p.m.	\$45 per 1/2 day
OR		
Mar. 18 (1/2 day), 19, 20	8:00 a.m.-6:00 p.m.	\$165 – All 2 ½ days
OR		
Individual dates above-----		\$65 per day