



## **VERITAS Before School Enrichment Program**

### **Family Information Sheet**

Our Before School Enrichment Program aligns with VERITAS' Three Pillars and provides enrichment and care before the beginning of the school day.

#### **Admission Policy:**

VERITAS' Before School Program is for students who are currently enrolled in school.

Registration is based on availability and submittal of registration forms and registration fee paid to reserve your child's space. A waitlist will begin when enrollment reaches a maximum number. Parent(s) will be notified when a space becomes available.

Students who enroll must have medical insurance coverage.

#### **Required Registration Form, Fees, and Payment:**

Registration Forms use as well as medication forms are available on line or available in school office.

All Payments can be received and made payable to VERITAS and submitted to main office. A \$35 returned check fee will be applied on any returned checks. Payment is due on the first school day of each month.

#### **Late Payments:**

Payments are due on the first Monday (except for Holidays) for the current month. Payments will be assessed a \$5 late fee beginning the first late day. If you cannot make a payment please notify the Head of School to make payment arrangements.

Please note: Students who have a 2-week outstanding balance will not be allowed to attend the program until the balance is paid in full.



**Program Day Options, Hours, and Monthly Fees:**

Program Hours	Monthly Fee Due at the beginning of each month.	A Registration Fee per child is due at time of enrollment.
Before School Program Monthly Rate:	\$105.00	\$30 for school year
Monthly Partial Days Program:		See registration form to select days. Days must remain the same each month.
2 day	\$42.00	\$30 for school year
3 day	\$63.00	

**Late penalty Fee:**

A \$1.00 per minute will be charged for late pick up. Excessive late pick up will result in withdrawal from the program.

**Absent, Extended Absences and Withdrawal:**

One-week notification, either hand-written or emailed, to the Before School Coordinator(s) is required when a parent wishes to withdraw his or her child.

**Sick Child Policy:**

Please follow the VERITAS Sick Child School Policy.

**VERITAS Calendar:**

The Before School program will follow the same current school year calendar as VERITAS and closed on holidays and during school breaks. Please see school calendar or check website for updates.

**Inclement Weather:**

VERITAS' Before School Program will be closed if the school has a delayed opening due to inclement weather. Please check website for updates.

**Breakfast:**

Children participating in the VERITAS Meal Program will be offered Breakfast during Before School.



**Transportation:**

There is no transportation provide for Before School care. Parents are required to park and come in and walk in their children.

Please contact our Office Manager at [contact@VERITASCommunitySchool.org](mailto:contact@VERITASCommunitySchool.org) with any questions.