



## **Your child's day does not end at 3:00 p.m. and neither does the educational experience at Boulder Country Day!**

### ***What is After 3 at BCD?***

Many families need their child or children to stay at school beyond dismissal at 3:00 p.m. "After 3 at BCD" is an After School Program that provides an opportunity for BCD students to engage in meaningful and exciting learning experiences after school on Boulder Country Day's campus in a safe and caring environment. *After 3 at BCD* is composed of two parts: our regular After School Program and a variety of After School Specialty Classes.

Students who participate in our *After 3 at BCD* – After School Program and/or After School Specialty Classes are supervised at all times. Our After School faculty members pick up students from their regular classroom setting. Whether a student is registered for an After School Specialty Classes or our After School Program, we escort them to where they need to be. We take attendance of all students present and ensure that students are accounted for at all times.

### ***What do students do in After 3 at BCD?***

BCD's youngest students (Preschool – Kindergarten) who participate in After 3 at BCD remain at our Extended Day "Home Base" located in the preschool building activity room. We take attendance, sign students in, and serve a light snack. Students at "Home Base" participate in variety of age appropriate activities. Examples of typical activities include arts and crafts, cooking projects, science experiments, books, puzzles, board games, and outdoor playtime.

Students in first through fifth grades who stay *After 3 at BCD* are also escorted to "Home Base" where we take attendance before the students head to BCD's library to participate in a quiet "study hall" (a.k.a. Homework Club). Study Hall is offered daily during the first hour of our After School Program (until about 4:15) and takes place in the school library where Bette Williams, a third grade teacher at BCD, provides homework support. After study hall is over, students are escorted back to "Home Base" where they participate in age appropriate activities, in a mixed-age setting, until they go home.

Some students staying *After 3 at BCD* are also enrolled in After School Specialty Classes. Students enrolled in an After School Specialty Class are escorted by a BCD faculty member to their class and signed in with the After School Class instructor. Students who stay on campus beyond the end of a specialty class are picked up from the class and escorted back to Home Base. A catalogue of After School Specialty Class listings are published each trimester. These listing are also found on our school website. Click on the Programs tab and scroll down to After School Program to find all of the information.

### ***When is After 3 at BCD open?***

Our regular After School Program is open beginning the first day of school in August and continues through the last full day of the school year in May. Extended Day hours are 3:00-5:45 p.m.

### ***Are there any days when After 3 at BCD is closed?***

Please note that Boulder Country Day's Extended Day Program will be closed on the following days:

- September 6, 2010
- October 19, 2011
- October 29, 2010
- November 1, 2010
- November 22-26, 2010
- December 17, 2010
- December 20, 2010 – January 4, 2011
- January 17, 2011
- February 2, 2011
- February 21, 2011
- March 21-25, 2011
- May 25, 2011

### ***Where do I pick up my child if he stays After 3 at BCD?***

Our After School Program "Home Base" is located in the preschool building activity room. The front door of the building is locked after school hours. Please push the talk button on the intercom located to the left of the door and speak clearly into the receiver to let our faculty members know that you are at the door. One of our After School faculty members will open the door for you. Please note that students may only be picked up by persons designated on a student's emergency contact information.

### ***What if I need to bring my child to school early? Does BCD offer a Before School Program?***

For your convenience, BCD also offers an "Early Bird" Before School Program beginning at 7:30 a.m. on regular school days. The home base for this program is located in the art room in the administration building. We offer this service free of charge to BCD families.

**Who are the teachers working with my children *After 3 at BCD*?**

*After 3 at BCD* is composed of highly qualified teaching professionals from BCD as well as the Boulder Community. We have a consistent group of After School faculty, many of whom have been at the school for several years. BCD does a background check on all After School faculty members and After School Specialty Class instructors.

**What are the behavior expectations of students who stay *After 3 at BCD*?**

*After 3 at BCD* is an extension of the regular school day and we ask that students who participate continue to follow behavior guidelines outlined in BCD’s School Handbook and adhere to our school motto: respect yourself, respect others, and take responsibility for your actions.

**How much does *After 3 at BCD* cost?**

*After 3 at BCD* – After School Program fees are *in addition to tuition*. BCD families may choose from the following payment options for *After 3:00 at BCD* – Extended Day Program. We invoice according to the plan you choose.

- **Unlimited Use – \$250.00** per trimester per child with a \$500.00 per trimester cap per family (Note – The \$500.00 cap ensures that families with more than two children enrolled will never pay more than \$500.00 per trimester for our Extended Day Program)
- **Pre-Pay 10 Day – \$75.00** - Purchase Pre-Pay 10 day packages for \$75.00. These days may be used with multiple children within one family. However, one “day” is used for each child in attendance. (i.e. 2 children in attendance = 2 days used) regardless of the amount of time used.
- **Hourly - \$8.50/hour per child, per hour** – Students who are not signed up for either the unlimited use or pre-paid days options will automatically be billed at our hourly rate. Parents who choose to be billed hourly are charged \$8.50 per hour/per child. We count time used in ½ hour segments. Invoices are mailed as follows:
  - August and September hours are invoiced the first week of October
  - October and November.....December
  - December and January.....February
  - February and March.....April
  - April and May.....last week in May (or first few days in June)

Note - A \$10.00, non-refundable, administrative fee is required with your family’s registration for *After 3 at BCD* – Extended Day Program. This fee is applied per family – not child. The \$10.00 administrative fee must accompany your registration form.

**What if my child is registered for an After School Specialty Class, and attends BCD’s regular After School Program... Will I be charged for both services?**

If a student who is registered for BCD’s After School Program also wishes to attend an After School Specialty Class, parents will not be billed regular After School Program fees for time in which a child is in a class. However, if your child attends BCD’s After School Program before or after an After School Specialty Class, hourly fees will apply and your family will automatically be billed at our hourly rate of \$8.50 per hour, per child for time used - unless your child is signed up for either the unlimited use or the Pre-Pay Day billing option.

**Can I pick up my child after 5:45 p.m.?**

Late pick up of students is strongly discouraged. We ask that you please pick up your child on time and remember that your After School Enrollment Form outlines a late fee beginning at 5:45 p.m. of \$1.00 per minute/per child. The school pays the late fee directly to our Extended Day faculty as compensation for working beyond their scheduled hours and possibly missing scheduled appointments or other events as a result of having to work late.

**How can I contact my child *After 3 at BCD*?**

If you need to contact our Extended Day faculty after regular school hours, please call 303.527.4931, Ext. 229. You may dial extension 229 at anytime during the automated message. We check messages every half-hour. In case of an emergency, we also have a cell phone. The emergency cell number is 720.346.3889.

**How do I enroll my child in *After 3 at BCD*?**

The first step is to complete the After 3 at BCD – After School Enrollment Form. This form must be completed before a student may participate in After 3 at BCD – After School Program or After School Specialty Classes. It is only necessary to complete this form once per school year. A non-refundable \$10.00 administrative fee must accompany your registration form. After 3 at BCD Enrollment forms are available on our school website and from Ruth Balster, at BCD’s front desk.

**Who do I contact if I have a question, suggestion, comment, or concern?**

We appreciate positive feedback and constructive comments. Please feel free to share your suggestions with Kath Courter, Preschool, Summer, and Extended Day Programs Director. Kath’s office is located in the preschool building. Call or email Kath at 303-527-4931 ext. 230 or [kcourter@bouldercountryday.org](mailto:kcourter@bouldercountryday.org)

