

THUMBELINA BEFORE & AFTER SCHOOL CARE SEPTEMBER 2024



Pick-up

Print Child's Name:

Print Parent's Name:

ThumBelina After School Care

Mon Tues Wed Thurs Fri Days Cost Amt. Due

Phone #:

Parents, Please Read the Reverse Side before Completing this Form

Our After-Care Program closes promptly at 6 pm. After 6 pm, a late pickup fee will be charged for \$25 for every 15 minutes intervals. If late pickups occur more than twice, a conference with one of our Directors will be scheduled.

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ThumBelina Before School Care									6:00 pm	
Drop- off	Mon	Tues	Wed	Thurs	Fri	Days	Cost	Amt. Due		9
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Before Care Total \$_____

After Care Total \$

Before & After School Care Total Monthly Amount Due \$_____

Please use my Credit Card on File ____ Yes

PLEASE RETURN THIS FORM WITH PAYMENT BY AUGUST 15TH

OFFICE USE ONLY Payment Received Date: ______ Check #: _____ Credit Card used ___ Amount: \$____



Founded in 1968

1949 E Main Street, Ste. 2 Mohegan Lake, NY 10547

Office: (914) 528-5600

Email: tomthumbcampus@gmail.com

BEFORE & AFTER SCHOOL CARE

ThumBelina

Parents, please read the instructions below before you start filling in the requested information on the form on the reverse side Tom Thumb Founder: Nancy Brophy Owner/Campus Manager: Shawn Brophy Directors: Nancy Cappello/Lisa Cancro

Our **Before and After School Care Program** is designed and implemented to make child care as a safe and pleasant experience for our students.

- 1. When filling out before /after school care form, place a check mark 🗸 in the time slot for each day that you will be dropping-off or picking-up of your child. Don't cross out days your child will not attend, leave them blank.
- 2. Each monthly form must be competed and submitted before the 15th of the prior month with your **payment**. For example, September's Form is due August 15th, and October's Form is due September 15th, etc.
- **3.** It's the parent's responsibility to complete the monthly forms and submit them to our office on time with payment.
- 4. It is impossible to deduct or credit or refund for absenteeism, since resources are allocated the previous month. Staffing for this program is quite challenging and on-demand based on your monthly forms. Thank you in advance for your understanding and cooperation.
- 5. Our facility closes at 6:00 pm. Please pick up your child promptly. In an emergency, please call to let us know you will be late.
- 6. After 6 pm, After 6 pm, a late pickup fee will be charged for \$25 for every 15 minutes intervals. For example, if the parent picks up the child at 6:28 pm, the late pickup fee will be \$50. If late pickups after 6 pm occur more than twice, a conference will be scheduled with one of our Directors.
- 7. Please do not send any food for before care with your child. Aftercare, children will have a snack in their classroom before heading to the aftercare program.

Lisa Cancro, Nancy Cappello & Nancy Brophy