

Waverly Child Care – ASC Reservation Form
Effective May 1, 2015

According to Center policy, times of attendance are reserved by the month, prior to the beginning of the month. This policy helps us to provide you with top quality care and staffing.

Please Return Your Reservation Form by the 25th of each Month. Families who fail to return monthly reservation sheets to WCCP by the deadline will receive a late fee of \$25 per day until the sheet is returned. WCCP reserves the right to decline child care to families on days when they have failed to make a reservation and when accepting their children would result in inappropriate teacher/child ratios.

****If there is a change in schedule and your child will not attend the ASC program, please call Waverly Child Care & Preschool or e-mail us at waverlychildcarerecep@msn.com prior to school dismissal to cancel. If your child should not arrive as scheduled, there is an immediate phone call follow up which will result in a one unit charge if there is no cancellation notice received by 3pm.**

FAMILIES ARE RESPONSIBLE FOR FEES OF THE TOTAL AMOUNT OF TIME SPENT AT THE PROGRAM.

The After School Care service is non-profit. Fees are assessed by units.

UNIT 1 – from 3-4pm, Cost is \$4.40. Includes arrival, check in, handwashing and snack.

Additional time is charged in half hour units at \$2.20 per half hour.

Additional Units: 4:00-4:30 = \$2.20, 4:30-5:00 = \$2.20, 5:00-5:30 = \$2.20, 5:30-6:00 = \$2.20

Fees are Due and Payable Weekly in the WCCP Center Office. Fee scaling is available.

****Please make sure if you need care on scheduled No School Days that you have that time reserved on your reservation sheet. In the event of weather related No School Days reservation of care for that day will be on a 1st come 1st serve basis until full by phone call only unless it is noted on your reservation form to expect your child on such days.**

Child's Name: _____ School: _____

For the Month of: _____

Parent Signature: _____ Date: _____

Please enter in this manner – 3:00-4:00 on the calendar date.

Monday	Tuesday	Wednesday	Thursday	Friday