

Afternoon Care 2011-12

Information Sheet

GAIS offers an afternoon care program - in German we call this the “Hort” - from 1:50pm until 6:00pm every weekday afternoon to all children enrolled in the Preschool, Kindergarten and School programs. Additionally, we offer day-care during the Fall Break, February Break and Spring Break from 8:30 am – 6:00 pm. There is no Hort during the holiday break in December.

The children spend the afternoon in four groups:

- Group 1: Preschool (Cloud Room/Wolkenzimmer)
- Group 2: Preschool and Kindergarten/Vorschule (Sun Room/Sonnenzimmer)
- Group 3: Grade 1 and 2 (Jungle Room/Dschungelzimmer)
- Group 4: Grade 3 to 8 (Grade 2B Classroom/Klassenzimmer 2B)

Once you have signed up, please indicate on the daily Preschool and Kindergarten sign-in sheet that your child is going to Hort, so the teachers know where to bring your child after school.

Program for children enrolled in Preschool and Kindergarten/Vorschule

The children are offered light activities, story times, group games, crafts and music. Participation in the offered activities is completely voluntary as many young children need to have a more relaxed pace in the afternoon. In one of the groups there is a quiet time, where children can rest or nap. We provide mats for the children; you may bring a blanket for your child. The children will be given a snack around 4 pm.

Program for children enrolled in Grade 1 to 8

This after school program is split in 2 groups: Grades 1 + 2 and Grades 3 and up. Children will independently complete their homework. If your child requires individual assistance in doing his/her homework, please sign up additionally for Homework Supervision (part of the Extracurricular Programs, extra fee applies) so that we can assign a school teacher to assist your child. The children in Homework Supervision join the Hort at 3pm. The rest of the afternoon the children are offered various activities. The children will be given a snack around 4 pm.



German-American International School

Hort Rules:

- All sign-ups must be submitted to the Office Manager using the Hort Request form.
- All reservations are on a first come first serve basis. Precedence is given to those signing up full time.
- Drop in is accepted if space is available.
- Billing will be by the 10th of the month for the previous month. Payment is due by the 15th, after that a late fee of \$ 25 will be assessed.
- Monthly sign-ups will be billed half of the monthly rate for August and half for June.
- All changes / cancellations for monthly sign-ups must be submitted to the Office Manager **in writing**.
- All changes / cancellations for hourly sign-ups must be submitted to the Office Manager **in writing** 24 hours in advance. No shows will be billed for 4 hours.
- Vacations / Holidays / Days Off have special sign-ups. **Everybody** needs to sign-up with the Office Manager in writing.
- Late pick-ups (after 6 pm) will be charged a fee of \$ 20 for the first 15 minutes plus \$ 1 for each additional minute.
- Pick up time is the actual time when the child leaves the Hort. To avoid confusion, please don't linger.
- A permission slip needs to be on file for all Preschool and K/Vorschule children if they are picked up by anyone other than the parents.

Afternoon Care (Hort) Rates/Billing	
Separate Groups for Preschool & School	
Monthly 5 days a week (1:45 – 6:00 pm) flat rate – no refunds	\$ 550
Monthly 3 days a week/Preschool only (1:45 – 6:00 pm) flat rate – no refunds	\$ 330
Monthly 2 days a week/Preschool only (1:45 – 6:00 pm) flat rate – no refunds	\$ 220
Hourly (scheduled or drop-in)	\$ 12
Holiday/Vacation Rates	
Per day with monthly subscription (8:30 am – 6:00 pm)	\$ 37
Drop-in per hour (no monthly subscription)	\$ 9

*Please return to the school office by **June 3rd, 2011***

Request Form for Regularly Scheduled Afternoon Care (HORT) 2011-12

Important:

Do not submit this form if you have already handed in the Early Sign-up Form for Hort.

Parents requesting after school care (Hort) are invited to complete this form and return it to the school office.

Student's Name: _____ Class: _____

This form is only for parents needing regular scheduled care. For occasional after school care (Hort) you must contact the office with your specific needs by email.

I am requesting the following after school care:

_____ Monthly (5 days a week from 2:00* – 6:00 pm (*Preschool starts at 1:45 pm))

_____ Regularly scheduled after school care. Please complete this chart:

Every	From (circle one)		To (circle one)			
Monday	2:00	3:00	3:00	4:00	5:00	6:00
Tuesday	2:00	3:00	3:00	4:00	5:00	6:00
Wednesday	2:00	3:00	3:00	4:00	5:00	6:00
Thursday	2:00	3:00	3:00	4:00	5:00	6:00
Friday	2:00	3:00	3:00	4:00	5:00	6:00

Please note, that starting times can be adjusted in conjunction with the Extra Curricular programs.

Parent Signature

Date