



BEFORE AND AFTER CARE INFORMATION

Who can participate in Before and After Care?

Before and After Care will be available to all City Garden Montessori School students (PreK through 8th grade).

General Information

City Garden will offer Before Care and After Care Services in each school building:

- Preschool and Kindergarten students will be in the Early Childhood Education Center (ECEC) at 1618 Tower Grove Avenue
- 1st – 8th grade students will be in the Elementary and Adolescent Education Center (EAEC) at 4209 Folsom Avenue

City Garden's Before and After Care programs are fee-based programs. City Garden does offer financial assistance to families. If you need assistance and can demonstrate financial need, please contact our Financial Aid Team at financial.aid@citygardenschool.org, for a financial assistance application.

Before Care Hours & Offerings

The Before Care Program operates from 6:45 AM to 8:15 AM during the regular school year. We do not offer before care during the summer school sessions. Before Care drop-off ends at 8:00 AM as Before Care staff are preparing to transition students to classrooms. This program is supervised by City Garden employees, and staffed by additional employees, Saint Louis University work-study students and volunteers, and includes breakfast. Please remember that if your child is checked into Before Care (enters the building prior to 8am) you will be charged for Before Care for that day.

After Care Hours & Schedule

The After Care Program typically operates from 3:45 PM to 6:00 PM. This program is supervised by City Garden employees, and staffed by additional employees, Saint Louis University work-study students and volunteers, and includes a snack.

Before and After School Care Fees

Both the Before and After Care programs are fee based. Financial aid is available to families that qualify. A fully completed form along with required documentation is needed in order for you to be considered a candidate for financial aid. Refer to the table below for program specific fees.

	Income Level A	Income Level B	Income Level C	Income Level D
Before Care 6:45–8:15 AM	\$2.00 per child, per day	\$3.50 per child, per day	\$6.00 per child, per day	\$8.50 per child, per day
After Care 3:45–6:00 PM	\$2.00 per child, per day	\$3.50 per child, per day	\$8.50 per child, per day	\$14.50 per child, per day

Payment

Invoicing for both the before and after school care programs will happen approximately every other week, starting after the first week of school. Families will receive their invoices via QuickBooks at the email address they provided on the registration form. If you do not seem to be receiving invoices, please check your spam folder. You are welcome to pay online with a debit or credit card, or you can submit payment at either building in the before and after school care payment mailboxes located by the front desk. If submitted payment in person we are able to accept checks, money orders or cashier's checks as payment, we can no longer accept cash payments. Place payment and envelope in the aftercare mailbox located at the reception area at 1618 Tower Grove. On the outside of the envelope, please provide the following:

- Parent/Guardian Name(s)
- Student Name(s)

Late Pick Up Procedure

Your student must be signed out of the Aftercare Program by a parent, guardian, or other designated person by 6:00 PM. If your student remains at the program after 6:00 PM, you will be charged \$5.00 per minute per child until the student(s) is picked up.

If students are not picked up by 6:00 PM, it may be necessary to call the police and/or the Division of Youth and Family Services for assistance. Repeated late pick-ups (five late pick-ups) will be grounds for dismissal from the After Care Program. Families will be notified after 3 late pick-ups.

Late Payment Process

The Before and After Care programs are funded through the collection of fees. Therefore, it is imperative that payment be made in a timely manner. Failure to do so puts the program at risk. Since the 2017–18 school year, City Garden has utilized the following Late Payment Process:

- 30 days past due, a warning email is mailed home to the family alerting the family of the past due amount.

- 45 days past due, a second warning email is sent, and payment is due by a specific day. Failure to remit payment will result in your child no longer being eligible for the program. Financial aid will be revoked.
- 60 days past due, a third letter is emailed alerting family that all before and aftercare privileges have been revoked until payment is received and/or a payment plan has been created.
- 120 days past due, balance is handed over to a collection agency who will take over seeking balance due. Any charges for use of collection agencies or legal fees are the responsibility of the family.

Additional Information

We will reserve the slots requested for your child and ask that you commit to these time slots. If your schedule does change, please notify us at least two weeks in advance.

Inclement Weather

If there is a late start due to inclement weather, there will be NO Before Care. We will do our best to let families know by 6:00 AM. If school is dismissed due to weather, there will be NO After Care. We are unable to offer any care on days when the school is closed. We do not offer childcare services on parent conference days.

Pick Up

Pick-up for the After Care program will be at the gymnasium at 1618 Tower Grove and the Community Room at 4209 Folsom Ave.

A parent, guardian, or other designated person must sign your child out on the attendance sheet each day before leaving. Please have a photo ID (i.e., driver's license, passport, etc.) available if asked.

We will be checking everyone's ID during the first few weeks of the school year. A list of adults allowed to pick up your children must be on file in the front office. You will be asked to provide this information on the Arrival and Dismissal Form of this packet.

What will students do during the Before Care program?

Students in the Before Care program will be invited to play games, read books, and do arts and crafts. Breakfast will be served at 7:45 AM. At 8:15 AM, students will be dismissed to their classrooms.

What will students do during the After Care program?

Students will eat a snack and unwind from their school day. They will have time outdoors, play games, do arts and crafts and, for the older children, have time to work on homework.

Behavior Expectations

City Garden reserves the right to dismiss a student if his or her behavior is overly disruptive. All students are expected to adhere to the same behavioral expectations of their classrooms. The Before and After Care programs are an optional program meant primarily to provide childcare for families who need it. Thus, staff will not be able to spend inordinate amounts of time responding to challenging behaviors.

If you have any questions concerning Before or After Care, please contact the corresponding Program Coordinator:

Early Childhood Education Center (ECEC):

- Ronnesha Phillips, After Care Coordinator: ronnesha.phillips@citygardenschool.org

Elementary and Adolescent Center (EAEC):

- Normanda Lee, Before Care Coordinator: normanda.lee@citygardenschool.org
- Aftercare Coordinator Grace Nelson-Poe: grace.nelsonpoe@citygardenschool.org

Before/After-School Care Registration and Consent 2026-27

Child's Name		D.O.B. ____/____/____	Grade Level
Classroom	Allergies/Medical Concerns		
Additional Information/Notes			
Parent(s)/Guardian(s) Name 1			
Home Address:			
Home/Cell Phone:		E-Mail:	
*if your child(ren) live at more than one address please fill out the information below			
Parent(s)/Guardian(s) Name 2			
Home Address:			
Home/Cell Phone:		E-Mail	

For the 2026-27 school year, my child will be attending the before/after-school program:

☐ Beforecare (Monday through Friday) (\$8.50 daily) beginning ____/____/____ and ending ____/____/____
(please indicate which days your child will need care) ☐ M ☐ Tu ☐ W ☐ Th ☐ F

☐ Aftercare Full-Time (Monday through Friday) (\$60 weekly) begin beginning ____/____/____ and ending ____/____/____

☐ Aftercare Part-Time (\$14.50 per day) beginning ____/____/____ and ending ____/____/____
(please indicate which days your child will need care) ☐ M ☐ Tu ☐ W ☐ Th ☐ F

Additional Children

Child #2 Name		D.O.B. ____/____/____	Grade Level
Classroom	Allergies/Medical Concerns		
Additional Information/Notes			

Child #3 Name		D.O.B. ____/____/____	Grade Level
Classroom	Allergies/Medical Concerns		
Additional Information/Notes			
Child #4 Name		D.O.B. ____/____/____	Grade Level
Classroom	Allergies/Medical Concerns		
Additional Information/Notes			
Child #5 Name		D.O.B. ____/____/____	Grade Level
Classroom	Allergies/Medical Concerns		
Additional Information/Notes			

I agree to the above terms and charges for the before and aftercare programs. I will submit payment for before and aftercare each week. I understand that I must pick up my child by 6:00pm each day, and that I will be charged \$5 per minute for every minute past 6:05 that I am late. I understand that repeated late pick-ups (five late pick-ups) will be cause for dismissal from the Aftercare program. The Aftercare Coordinator will be notified me after 3 late pick-ups. I agree that all information on file at my child's school (including but not limited to emergency/medical information, up-to-date immunizations, person(s) authorized to pick-up my child, permission to photograph/videotape) also apply to the after-school care program. I agree to not send my child to before/after-school care if my child is ill and understand I must pick up my child should they become ill while in attendance. I understand that if I fail to make timely payments, before and aftercare privileges will be revoked. I understand that if I have been awarded financial aid for either program and fail to make payments in a timely manner, I am no longer eligible for financial aid services.

Parent/Guardian Signature

Date