

Stone Bridge School

Aftercare and Expanded Learning Program

707-252-5522 Aftercare Hours 12:30-5:30.

Please read through this document carefully before you fill out your registration!

Welcome to the Stone Bridge School Aftercare and Expanded Learning Program! Aftercare provides a fun, safe place to connect and play with friends of all ages and enrich the whole child. We offer projects and materials to create, learn, and explore with. While we enjoy a rhythm that suits the needs of a mixed age group, we honor the child's free time after their scheduled day in class. We also offer daily tutoring to all students attending Aftercare. Between 3:30 pm and 4:30pm, a tutor will be available in the library to meet with any students in Aftercare who may need some homework help or just a quiet space to get caught up. It's a great chance for your student to get their homework done BEFORE they get home! It is purely optional, but if you would like your child to attend, we are happy to facilitate.

What to bring

We partake in the great outdoors in all sorts of weather, and have been known to get wet, muddy, and dirty. A drawstring bag (clearly marked with your child's name), containing extra clothes, wet wipes, ziplock bags, a sunhat, and sunscreen, can be stored at Aftercare. We highly recommend this for TK/kindergarten and 1st grade as we don't always have quick access to their classrooms after school hours. **Please leave toys at home**- Aftercare will not be responsible for any lost or damaged personal toys.

Snack

Aftercare holds two snack periods (2:40 and 4:15) when we serve an all natural, wholesome snack. On any given day, our snack will consist of such things as delicious organic sprouted bread from a local bakery, homemade pizza, chips and hummus, fresh fruits and vegetables, and soups. Children are also welcome to enjoy their own school-appropriate snacks from home (please no candy from home). If your child has special dietary needs, we are happy to accommodate them, and will plan snacks accordingly.

Behavior

Aftercare children are held to the same behavior expectations in Aftercare as they are in class. Aftercare is a privilege, not a requirement and behavior that puts others at risk will not be tolerated. Hitting, biting, spitting, and cursing will result in a child being sent home for the day. Children who are not able to follow a teacher's directions (i.e. non compliance) may also result in a child being sent home. Serious infractions could result in a longer suspension. The safety and comfort of the children and staff is of the utmost importance and on occasion, that may mean a child needs a reset at home.

Cell Phones- NEW THIS YEAR!

In keeping in line with the rest of the school, we will be hosting your child's cell phone in our new cell phone cubby while they are at Aftercare. Our middle school aged students are familiar with this process from their classrooms. Please speak to your cell phone owning child about this new policy and assure them that we are happy to allow discreet usage in emergencies and they are always welcome to use our landline

Also NEW THIS YEAR!

For the first time ever, we will be closing early on a school day! On **THURSDAY, DECEMBER 19th, 2025**, we will be closing at 3pm so our Aftercare staff can attend the annual SBS Staffulty Holiday Party. Thank you for your understanding, and we apologize for any inconvenience!

Registration Fee

A \$30 registration fee is required for each child to enroll. The fee is good for one school year. For anyone enrolling after February 1st, the fee will be reduced to \$15.

Your registration fee will be invoiced with your first month.

Aftercare Billing

If your student qualifies for the Federal Free or Reduced Lunch Program you will be charged accordingly.

IF YOU HAVE AN OUTSTANDING BILL, YOUR REGISTRATION WILL NOT BE ACCEPTED UNTIL IT IS PAID IN FULL OR YOU HAVE MADE ARRANGEMENTS WITH KARLA B. AND/OR ADMINISTRATION

Our school relies on the revenue earned through Aftercare and your prompt payment helps ensure the continued offerings of our school's rich curriculum.

If you're past due, you run the risk of losing your child's spot.

There is a **\$20.00** returned check fee. Make checks payable to Stone Bridge School in the memo write Aftercare

Aftercare Late Pickup Policy

Aftercare makes staffing and space availability decisions based on your contract. When children are picked up late, it impacts the service we have promised to provide for the other families. Please ensure your child is picked up by 3:05 or 5:30, according to your contract.

Kinder Pick Up window is between 3:05-3:30 If your child is not picked up by 3:30 PM the late fee of **\$8.00** per 15 min will be applied.

If your child is not picked up by 5:30 PM sharp, the late fee of **\$8.00** per 15 min will be applied.

Sign-out

A parent or designated guardian must sign out your child each day. If your child is not signed out at the time he or she is picked up, you will be charged for the full day. **In addition, please make verbal contact with the coordinator or assistant before leaving the premises with your child.**

After School Campus Policy

Any children on campus after school must be with a parent or guardian OR signed into Aftercare. Any child not in the company of an adult will be signed into Aftercare. Having unattended children on campus creates a liability for the school and for Aftercare.

Free Aftercare For On Campus Volunteers!

We're pleased to offer free Aftercare for our wonderful families who take time out of their busy schedules for the good of the school.

Aftercare will provide free childcare to any parent or guardian who is doing volunteer work **ON CAMPUS** which benefits the school. This will be available on a first come, first serve basis (not to exceed child to provider ratios). **this must be arranged by phone call no later than 11:00AM of a given day.** Parents are responsible for indicating on the sign out sheet that their child is attending under a volunteer arrangement – failure to do so will result in applicable charges.

Activities that would qualify for this service would include after school classroom help, EVF help, committee/council meetings, etc. This does **NOT** include parent/teacher meetings or other matters which pertain only to your family.

To take advantage of this offer, all paperwork must be completed prior to the day that care is needed.

We at Aftercare are also grateful to parents who support the program through other volunteer efforts. These include, but are not limited to, EVF booth planning and working, laundry, bicycle repair, and cleaning. If any of these sound intriguing, or if you have your own ideas about how you could support Aftercare, please talk to Karla. We love hearing your ideas!

So, How Do I Sign Up?

Please fill out the form **one week** before your child will attend Aftercare. We DO NOT hold information over from the previous year, so it is important to have all of your child's current information on file – for both safety and billing.

Contract

Aftercare contracts are monthly and payment is due at the beginning of the month prior to aftercare attendance. (This is a change. We are attempting to better manage our staffing; as well as minimize lost revenue associated with collection.) After you register your child, an invoice will be emailed to you. The more days you register for, the more money you save and your child is ensured a place in aftercare. Two-weeks prior written notice is required for contract changes; changes will be reflected in the following month. Your contract is monthly; there are no refunds or credits.

Drop-in

Drop ins may be offered at director's discretion beginning in November. If an emergency or extenuating circumstances arise, please contact Karla Bunter at karla.b@stonebridgeschool.org or call the aftercare room at 707-227-3721 and we will help as much as possible.

Stone Bridge School

AFTERCARE CONTRACT FEE SCHEDULE

Option (1) 12:35-3:05 (TK/K= All Year, 1st gr. = 8/21-10/27)

- 1 day per week- \$60.00 per month
- 2 days per week- \$112.00 per month
- 3 days per week- \$156.00 per month
- 4 days per week- \$192.00 per month
- 5 days per week- \$220.00 per month

Option (2) 3:05-5:30 (All Grades)

- 1 day per week- \$60.00 per month
- 2 days per week- \$112.00 per month
- 3 days per week- \$156.00 per month
- 4 days per week- \$192.00 per month
- 5 days per week- \$220.00 per month

***Aftercare Thursdays add \$60.00 per month for additional care from
12:35-3:05**

*Please note that Thursday is an early dismissal day so Aftercare will begin at 12:35 for children in grades 1-8.

To find your total add option 1 + option 2

Additional fees

- Annual Registration Fee-** \$30.00 per child
- Late Pickup Fee-** \$8.00 every 15 minutes
- Returned Check Fee-** \$20.00
- Late Monthly Payment-** \$15.00

Frequently Asked Questions Regarding Contracting

"What is the benefit of contracting?"

Contracting ensures that you have a place in the program. Contracting allows us to plan accordingly for staffing, snacks, and materials.

"My child is contracted for Monday and Wednesday this week and now I need care for Thursday.

Can I switch days?"

No. Your contract only covers the days you are signed up for. You may request an additional drop-in day (beginning in November and at the director's discretion).

"My child will be away from school for a week during the school year. Do I still have to pay for Aftercare?"

To keep your place in the program, yes.

"My child is contracted for three days a week. Can I change to five days a week?"

Yes. If you would like to increase the number of days your child attends Aftercare, you must notify us two weeks prior to the next billing month.

"My child is contracted for five days a week. Can I switch it to three days?"

Yes. However, your contract is monthly so a **refund or credit will not be granted**. You may change to different days or change the number of days your child will attend Aftercare by notifying us two weeks prior to the first of the month.

"My child no longer needs childcare. What should I do?"

You must give the Aftercare Coordinator two weeks in writing to end your contract. Without previous notice, the full contracted fee will be due for that month.

[CLICK HERE TO FILL OUT THE AFTERCARE REGISTRATION](#)