

Bethlehem Christian Pre-School



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April 2017

Dear Parent,

This school year is already winding down, and we are preparing for the 2017-2018 school year, which starts immediately after Labor Day.

In February during registration, parents indicated a desire to have permanent reservations in Lunch 'N Fun. Enclosed is information about the reservation processes for Lunch 'N Fun. If you are interested in a permanent reservation, please complete the contract and return it to BCP.

Permanent Reservation Contracts that are received by Thursday, August 24, will be in effect for the whole year beginning in September. Contracts received between August 25 and September 14 will go into effect beginning in October. Of course, you may make "drop in" reservations for the month of September any time beginning on Tuesday, September 5. After that, reservation pages for the following month will be available on approximately the 20th of each preceding month.

The Lunch 'N Fun program will begin on Wednesday, September 13, for MWF and Pre-K classes, and on Thursday, September 14, for T-Th classes. Permanent Lunch 'N Fun for the 2½-year-olds usually begins in October. Watch for information in September.

Summer will be here before we know it. Why don't you complete and return the forms today? Please feel free to call if you have any questions.

Sincerely,

Beth Quarterman

LUNCH 'N FUN MEMO

To: All BCP Parents
From: Beth Quarterman
Re: L & F Reservation Procedures, 2017-18

Our Lunch 'N Fun program is a popular child care option for many families. In order to help the reservation process meet the needs of most families we offer two procedures for making reservations.

Please read on for a description of both reservations procedures:

Permanent Reservation Procedures

1. Reservations are permanent and consistent for particular days of the week for the entire year. For example: all Mondays, all Tuesdays, etc.
2. Reservations are for the entire time slot: \$20.25 per day.
3. There are no reduced rates for siblings.
4. As with pre-schools and day cares, parents are responsible to pay for those slots even if the child is ill. However, we will not charge for cancellations if we are able to fill the child's spot. It is to the parent's advantage to notify us ASAP when their child won't be in attendance.
5. When the unused slot is filled from the waiting list the responsibility to pay for the slot goes to the waiting list parent. (See "as needed" reservation procedures.)
6. Reservations are not transferable.
7. Parents are billed for their use of Lunch 'N Fun at the end of the month.
8. There is a charge of \$25 for payments made after the 10th of the month.

"As Needed" Reservation Procedures

1. Reservations will be made, as usual, by signing up in L & F books.
2. Parents pay for the time used in L & F @ \$6.75 per hour.
3. There is a 1 hour minimum charge of \$6.75 for L & F.
4. Parents are responsible to pay for unused reservations that are not canceled by 8:00 a.m. the morning of the reservation, unless we are able to fill the slot. This charge will be \$6.75. We are sorry we cannot give credit for sick days.
5. When a child on the waiting list fills a time slot, that parent becomes responsible to pay the unused reservation fee of \$6.75.
6. Reservations are not transferable.
7. Parents are billed for their use of Lunch 'n Fun at the end of the month.

Dismissal Time

Lunch 'N Fun ends promptly at 3:00 p.m. There is a late fee of \$6.75 for pick-up after 3:00 p.m. This fee increases every 1/4 hour. Please see the Parent Handbook for complete Late Fee Schedule.

Revised 4/17

LUNCH 'N FUN PERMANENT RESERVATIONS
2017-2018 School Year

POLICIES AND PROCEDURES AGREEMENT

Reservations will be permanent and consistent for particular days of the week for the entire year. For example: all Mondays, all Tuesdays, etc.

Parent will pay for the entire time slot: \$20.25 per day.
There will be no reduced rates for siblings.

As with pre-schools and day-cares, parents are responsible to pay for those slots even if the child is ill. However, we will not charge for cancellations if we are able to fill the child's slot. It is to the parent's advantage to notify us ASAP when their child won't be in attendance.

When the unused slot is filled from the waiting list the responsibility to pay for the slot goes to the waiting list parent.

Reservations are not transferable.

There is no L&F on Teacher Inservice days, usually the 3rd Thursday of each month.

L&F bills are due and payable immediately. A late fee of \$25 will be charged after the 10th of the month.

In order to cancel the permanent reservation a thirty day written notice will be required.

LUNCH 'N FUN PERMANENT RESERVATION

I am reserving a spot for my child _____

every _____
Days: Monday, Tuesday, etc

afternoon for the remainder of the 2017-2018 school year. I understand that I am responsible to pay \$20.25 for the entire time slot. I understand a late fee of \$6.75 will be charged for picking up a child after 3:00 pm. This charge increases at each additional quarter hour. I understand I will be billed monthly, payment is due by the 10th, and that my account is subject to a \$25.00 late charge when payment is received after the 10th.

I have read the above L&F Permanent Reservation Policies and Procedures Agreement, and I agree to abide by them.

Signature of Parent / Guardian

Date

Teacher / Class