

ENROLLMENT & TUITION

Enrollment & Registration Fee

Children must be five (5) years old to enroll in Good Time Friends. To register your child for Good Time Friends, please complete the enrollment forms and submit the \$50 per child registration fee (family cap is \$120). The non-refundable registration fee is used to buy supplies for the program.

Program Fees

AM - \$9.00 per child 6 a.m. - 8:30 a.m.

PM - \$5.50 for the first hour and \$2.75 for each additional half hour. If you pick up between...

3:30-4:30 p.m. | \$5.50 per child

4:31-5:00 p.m. | \$8.25 per child

5:01-5:30 p.m. | \$11.00 per child

5:31-6:00 p.m. | \$13.75 per child

Payment Policy

Payment is due the last day of service each week.

Good Time Friends accepts cash, check, credit card or online in Procure at myprocure.com (2.5% fee applies with Procure). The Good Time Friends program is eligible to receive payments from Child Development and Care Program (DHS). If payment is not received by 6 p.m. Friday, a \$10.00 late fee will be charged. If a bill is more than two weeks overdue, the child will not be allowed to participate in Good Time Friends until the bill is paid in full. If late payment becomes a pattern, the family may be required to pre-pay for service or dismissed from the program.

No Show/Cancellation Fee

Contact your child's school AND Good Time Friends if child(ren) will be absent. To cancel child care for morning or afternoon, please contact us by phone (616-892-5579) or by email (scheduleonly@apsfalcons.net) at least 12 hours prior to the child's scheduled time. Failure to notify will result in an additional \$9.00 fee per child for each scheduled session that a child misses. Families will not be charged for children who are sick however, families are still required to notify the program of the child's absence ASAP to not be charged.

ENROLLMENT & TUITION (continued)

Late Pick-up Fee

Good Time Friends closes at 6:00 pm. Staff must be present until all children and parents have left. After 6:00 pm, a late fee of \$10 is charged for the first 15 minutes and an additional \$10 for every additional 15 minutes following.

Examples:

- Pick-up between 6:00 - 6:15 pm incurs a \$10 late fee.
- Pick-up between 6:16 - 6:30 pm incurs a \$20 late fee.

Late fees will be automatically added to weekly bills. Chronic lateness may result in the dismissal of your child from the program.

To Enroll in the Good Time Friends Program

Enrollment forms are available at Early Childhood Center, Evergreen and Oakwood schools, as well as on the Allendale Public Schools website: www.allendale.k12.mi.us/parents/goodtimefriends/. For additional information or questions, please contact Janis Lutz, Program Director, at 616-892-3914, or by email lutzjan@apsfalcons.net.

ALLENDALE PUBLIC SCHOOLS

10505 Learning Lane, Allendale, MI 49401
616-892-5570 * www.allendale.k12.mi.us

Good Times Friends 616-892-5579

Fax 616-892-5798

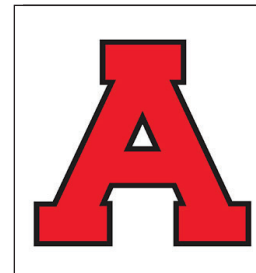
Janis Lutz, Director, 616-892-3914

lutzjan@apsfalcons.net

Nancy Kadzban, Billing, 616-892-3908

kadzban@apsfalcons.net

Lisa Gross, Scheduling, 616-892-3907



GOOD TIME FRIENDS School Year Before & After School Child Care Program 2023-24



**For children age 5
through fifth grade**

**Located in
Evergreen Elementary School
10690 Learning Lane
Allendale**

**Good Time Friends
616-892-5579
Janis Lutz, Director
616-892-3914**

WELCOME

Welcome to Good Time Friends before and after school child care for students age five through fifth grade. Our program has been part of the Allendale community since 1988 and is licensed by the State of Michigan. We provide a safe, secure and stimulating environment for your child. At Good Time Friends, children receive supervised care while enjoying crafts, indoor and outdoor play, movies, board games and lots of "Good Time" fun!

ABOUT OUR PROGRAM

When children arrive in the morning, they have a choice of craft projects, table games, and other activities. Breakfast is served around 7:30 a.m. and is 50 cents per food item. Choices include hot or cold cereal, fruit, yogurt, nutri-grain bars and more. Students may also choose to participate in the school breakfast program, after the GTF morning session, where the morning meal is \$1.50 or 30 cents reduced-price, or free for those families who qualify.

Good Time Friends is held at Evergreen Elementary in the cafeteria. Early Childhood Center and Oakwood students will be bused to their buildings from Good Time Friends. After school, those students must ride a bus to the program at Evergreen Elementary School. Early Childhood Center students will be escorted to Evergreen. Oakwood students may get on any bus to Evergreen.

Our afternoon program offers a variety of activities including free play on playgrounds, crafts, homework area, basketball, mini pool table, tabletop games and more. Electronic devices are allowed on designated days only with a signed permission slip. Please note: Good Time Friends is not responsible for any electronic devices brought to the program; families assume all risk when children bring their own devices to the program.

Drop Off & Pick Up

Allendale Public Schools requires parents and guardians to physically come to door H when dropping off and picking up children to sign children in/out on Pro-care. Always be prepared to show ID. Children cannot do intercom.

Behavior

Children enrolled in Good Time Friends are expected to follow all Allendale Public Schools' policies with regard to behavior expectations. Parents may be required to pick up their child if he/she engages in unacceptable behavior while attending the Good Time Friends program.

Additional consequences for unacceptable behavior include temporary suspension, and/or permanent removal from the program.

Busing

If there are any changes in your child's schedule that will affect their bus schedule, please notify transportation at 616-892-3485.

WEEKLY SCHEDULE

State licensing requires a minimum caregiver-to-child ratio in our program. For this reason, we request that parents/guardians provide us with a child care schedule each week. This allows us to plan for our staffing needs.

All schedules must be received the Tuesday prior to the week when child care is needed. Anything after Tuesday you will not be guaranteed a spot.

Schedules can be submitted via hard copy or email (scheduleonly@apsfalcons.net). Fillable schedules are available on request. When unexpected child care needs arise, please contact us and we will do our best to accommodate your child, as long as openings are available. Drop-in care is not guaranteed.

NO SCHOOL & HALF DAYS

Scheduled no school and half days require a 12 hour cancellation notice if your child will not be attending or will incur a \$25 fee.

Half-Days

The Good Time Friends program follows the Allendale Public Schools calendar. When the school district has a half-day session, Good Time Friends will be open from the time school dismisses until 6:00 PM. During those half-days, a field trip may be scheduled. Sign-up forms will be available online and in-person in advance of the event. Permission slips MUST be signed for your child to attend. The additional fees for the planned activity and transportation will be added to the family's bill. An hourly rate applies for all half days.

School Cancellations & Delays

- IF SCHOOL IS CANCELED BEFORE 6 AM, Good Time Friends will NOT be in session.

- IF SCHOOL IS CANCELED AFTER 6 AM or CANCELED FOLLOWING A DELAY Good Time Friends will remain open and children may stay for the day (please see fees below). Families may choose to pick up their child or make arrangements for someone else to pick up their child as well.

- NOTE: Allendale Public Schools does not transport children home if school is canceled.

- IF SCHOOL IS DELAYED, Good Time Friends will keep children at the elementary school until school begins. (Please see fees below)

FEES DURING DELAYS/CANCELLATIONS:

The regular \$9 fee will apply until 8:30 a.m. After 8:30a.m., there will be an hourly charge of \$5.50 for the first hour and \$2.75 for each additional half hour.