



1227 Westen St, Bowling Green, KY 42104 - www.commed.us - Phone: 270-842-4281 - Fax: 270-842-0554

Before/After-School Age Programs **Spring 2021 Information Sheet – Please Keep**

Community Education of Bowling Green-Warren County will make every effort to keep students and staff healthy. All students and staff will be screened when they arrive for the day and in the middle of programming. However, with the believed easy transmission of COVID-19, influenza, and other communicable illnesses, we cannot ensure that your student will not be exposed to and contract a communicable illness.

Please understand that due to the nature of the COVID-19 situation, our program will be very limited on availability for students due to space and State regulations and is subject to closure should the need arise. Students may be required to wear a mask during programming.

Due to space limitations and guidelines put forward by the Commonwealth of Kentucky, we will not be able to provide one-on-one student services at this time. It has always been our objective to never exclude any student from participation, and we will make such services available as soon as circumstances allow.

FEE INFORMATION: This information sheet is a courtesy and does not substitute for information in the Parent Handbook.

Fee Schedule: **Monthly fees are due the 1st of each month** even if school is not in session. You may pay online or contact the office to pay over the phone. You may also mail in your check, but at this time we are not accepting in person payments.

Late Fees: Monthly fees received in office after the 6th of the month will be charged a \$20 late fee.

Application Fee: \$30 per account (non-refundable). Account is established by adult responsible for payment.

Full Time Monthly Fee*: After-school programs: \$135 per month
Before-school programs: \$65 per month

***Full-time fees are currently adjusted due to the hybrid schedule adopted by WCPS, please contact the office for current monthly fees.** Normally, fees are based on the number of school days per school year rather than number of days school is in session each month. Fees are divided into 10 equal monthly payments. To provide quality programs at a reasonable cost, enrollment consists of the purchase of a monthly position. Tuition is to be paid each month, regardless of the number of days the program is in session or number of days attended. Fees are non-refundable for illness or Covid-19 closure.

Discounts: Sibling Discount: 25% off monthly fee for third student & subsequent students enrolled in full-time care

Part Time Fee: Not currently available

Payable to: Community Education, 1227 Westen St., Bowling Green, KY 42104. Visit www.commed.us or call 270-842-4281

Prorating: Fees are not prorated due to illness, vacation, or weather.

Reinstatement Fee: \$15 if students are dropped or withdrawn and reinstated within the same school year.

Non-Sufficient Funds Fee: \$35

Personal Belongings: Students are permitted to bring a personal water bottle for drinking. There will not be access to water fountains. Anything left at site at the end of the day will be thrown away as lost and found bins are no longer permitted. This includes water bottles, lunch boxes, or any clothing. Students are not permitted to bring any personal items (action figures, dolls, games, Beyblades, Pokémon cards, etc.) or electronic devices that are not used for schoolwork (Nintendo DS, etc.) from home.

Sign In/Out Procedures: There will be some changes in the sign in/out procedures for clients due to State regulations. The safety of students, staff, and clients is most important to us. We thank you for your understanding.

All Day Programs (If offered): Available for students in K-8 grades: \$26 per day per student will apply to all-day programming offered during fall and spring breaks/intercessions, including professional development days, selected holidays, and snow days (See below). Breakfast and an afternoon snack will be provided. Parents will need to send a sack lunch and drink with their student(s). Students must be registered by deadlines in order to participate. A minimum number of students must be registered by the deadline in order for the program to be offered.

Snow Day Program (If offered): All-day programs are available for city and county snow days at various locations, depending on the school district. A separate, non-refundable \$30 enrollment fee per family is required to reserve spaces in those programs, which have limited availability. The Snow Day Program runs 7 a.m. to 5:30 p.m. and cost \$26 per day per student. Breakfast and an afternoon snack will be provided. Parents will need to send a sack lunch and drink with their student(s). Please mark the enrollment application accordingly if you wish to register your student(s) for that program and submit the additional enrollment fee.

Middle school programs: May be offered if enough interest is indicated. Please contact Community Education for more information.

Opening times for before-school programs: *

Alvaton	6:30 a.m.
Jody Richards	6:30 a.m.
Plano	6:30 a.m.

Briarwood, Cumberland Trace, Jennings Creek, Natcher, Rich Pond, and Rockfield- currently unavailable due to low interest.

**Availability of before-school programs depends on the number of interested families at each school. Please contact our office to inquire about the status of individual programs.*

Closing times for after-school programs:

Alvaton	6 p.m.	Briarwood	6 p.m.
Bristow	5:30 p.m.	Cumberland Trace	6 p.m.
Jennings Creek	6 p.m.	Jody Richards	6 p.m.
Lost River	5:30 p.m.	Natcher	6 p.m.
North Warren	6 p.m.	Oakland @ Bristow	5:30 p.m.
Plano	6 p.m.	Rich Pond	6 p.m.
Richardsville	6 p.m.	Rockfield	6 p.m.
Warren Elementary	<i>Program currently suspended due to low enrollment numbers.</i>		

Bowling Green-Warren County Community Education is an equal opportunity provider and employer. We do not discriminate on the basis of race, color, religion, sex (including gender identity, gender expression, and sexual orientation), age (40 or older), national origin, disability, genetic information, military status, or any other characteristics protected by law. This policy governs all aspects of employment and also applies to all of its activities or operations.