

## **Connect**

### **Pinewood's Middle and High School before and after school care program**

Dear Middle and High School Parents,

Hello and welcome to Connect. This program was set up to provide before and after school care for students in grades 6 and up. This program may be used regularly or on a drop-in basis. The program hours are from 6:45 a.m. to 7:45 a.m. (Middle School only) and 3:10 p.m. to 6:00 p.m. Students in Middle School who are dropped off before 7:45 a.m. are required to attend Connect and should be dropped off at the front of the school and report to Room 20. For after school care, students will have 15 minutes from 2:55 until 3:10 p.m. to go to his or her locker, use the restroom, and eat a snack before reporting to Connect in the library at 3:10. Once in the library students will have ample space to complete homework. They will also have access to computers if needed. Students will not be allowed in and out of the library to get things that they have forgotten. Please remind them to come prepared with a pen or pencil, paper, and any books they may need. On occasion, if there is a home sporting event and their homework has been completed, we may venture over to watch a game.

I have a homework policy in Connect that simplifies their routine and yours. Students may check FACTS for assignments and then start on homework. They know that all assignments must be completed before we attend any after-school events on campus. Once all of their homework is complete, they are free to play board games, use computers for games, use their phones, or just relax.

Students must be signed out by a parent when leaving for the day unless they are leaving for their team sporting event or team practice. You can call or email me to let me know if your child needs to leave Connect for an on-campus practice or if they will be leaving with another student.

Attached is a copy of the fee schedule. You will be billed on a monthly basis by the Business Office. If you have any other questions or concerns, please feel free to email me at the contact information below.

Eric Rojas  
Upper School Connect

e-mail: [erojas@pinewoodprep.com](mailto:erojas@pinewoodprep.com)

**Upper School Connect**  
**2024-2025 Enrollment Agreement**  
 (only fill out if planning to use before or after school care)

Student's name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's name \_\_\_\_\_

Home address \_\_\_\_\_

Home phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Father's work # \_\_\_\_\_ Father's cell # \_\_\_\_\_

Mother's work # \_\_\_\_\_ Mother's cell # \_\_\_\_\_

Allergies \_\_\_\_\_

Pickup/Emergency Contacts (In the event a parent/guardian cannot be reached)

Name	Phone	Pickup	Emergency Contact

*I, the undersigned parent or guardian, agree to pay the Upper School Connect charges as billed. I understand that I will receive a bill from the Business Office for the time my child attends Upper School Connect and the charges must be paid in full each month.*

**Hours of Operation:** Upper School Connect Available  
 Before school from 6:45 a.m. to 7:45 a.m. (Middle School students)  
 After school 3:10 to 6:00 p.m.

**School Year Rates:** -\$5.00 per day for morning care any time between 6:45 a.m. to 7:45 a.m.  
 -\$7.00 per day for afternoon care starting at 3:10 p.m.  
 if the student is picked up prior to 4:00 p.m.  
 -\$15.00 per day for afternoon care starting at 3:10 p.m.  
 if the student remains after 4:00 p.m.

**Late Fees:** \$10.00 per child if picked up between 6:00 p.m. and 6:15 p.m.  
 \$20.00 per child if picked up after 6:15 p.m.

\_\_\_\_\_ I will use Upper School Connect on a regular basis  
 \_\_\_\_\_ I will use Upper School Connect on a drop-in basis

I, the undersigned parent or guardian, agree to update my child's information as necessary. I agree to adhere to the policies and procedures of the Upper School Connect program and give my child permission to fully participate in the program.

I understand Pinewood Preparatory School will agree to accept this student in the Upper School Connect program and enter a reservation in his/her name upon execution of this agreement.

\_\_\_\_\_  
 Printed name of parent or guardian

\_\_\_\_\_  
 Signature of parent or guardian

\_\_\_\_\_  
 Signature of Parent/Guardian

\_\_\_\_\_  
 Date