

Before and After School Programme (SFO)
CONTRACT FOR SKAGERAK INTERNATIONAL SCHOOL
Academic year 2024-2025

This contract is between Skagerak International School ("the School") and

..... (parent's/guardian's full name).

Both parties agree that (child's name) will attend the
Before and After School Programme (SFO) for the academic year 2024-2025.

Purpose

The Before and After School Programme (SFO) is designed to offer safe supervision for Skagerak International School's children on school grounds.

Hours

7:30-8:45 a.m.

3:00-4:30 p.m. Monday- Friday, from 12:00-4:30 p.m on Tuesdays

The Before and After School Programme (SFO) is open on a daily basis and follows the regular school calendar. Please note that the programme is **closed during all school holidays. In addition, there is no SFO on the morning of first day of school but there is SFO afternoon. SFO AM begins on the second day of school. For the afternoon of the last day before the December holiday there is no afterschool SFO nor for the last day of school after dismissal.**

Contract Terms and Fees

- XXXX NOK per academic year for the full year, XXXX NOK per month, invoiced twice per school year in October and February.
- .We have included the additional charge for extended SFO on Tuesdays in the SFO Contract charge. DUE TO A NEW REQUIRED ACCOUNTING FOR SFO CHARGES AND COSTS, we will Register all SFO students and take the total number to divide it against all costs to establish the full year and monthly costs for SFO per student. This will be sent out during the 3rd week of school and you will have an opportunity to confirm based on the cost per student.
- 300 NOK per day for use on a casual basis, other than Tuesdays, to be paid to the SFO Supervisor on the same day. Note: If you only use morning or afternoon SFO, the charge is still 300 NOK for the day.
- **One months' notice is required to terminate a yearly contract effective from the 1st of the month after the notice period.**

Tuesdays Afterschool Only SFO Option.

XXXX NOK per academic year for the full year, XXXX NOK per month, 450 NOK per day (for use on a casual basis to be paid to the SFO Supervisor on the same day.)

Sign-in and out Procedures

The supervisor must be able to account for all students at all times. Parents must personally inform the supervisor when dropping off and collecting young children. Your child must check in with the afterschool supervisor immediately after dismissal from class. The supervisor will meet students in front of the school afterschool. Please remind your child when they are to go to SFO.

Please inform the SFO Supervisor, or the school office and homeroom teacher if your child will not be attending the after school programme whenever possible.

Authorization of pick-up

Under no circumstances will a child be released to any person without prior written or verbal authorization from the parent/guardian. SFO staff will also refer to the medical/emergency release form provided by the parents/guardians at the beginning of the year.

Behaviour: *Normal school rules apply during, before and after school care.*

Children are expected to follow staff directions. No children are permitted inside the buildings without adult supervision (i.e. computer lab, library, etc). Parents will be notified of inappropriate behaviour.

Clothing Indoor shoes are required. As the children will be supervised outdoors, they must bring clothes appropriate for a range of weather. Warm clothes and rain gear are a must. If the weather is too severe indoor activities may be organized, at the discretion of the supervisor.

Snack

Parents must provide a healthy snack for children attending after school care. Please label it "SFO" and pack it in a separate container from regular school snacks/lunch. Snacks are not provided unless you have made a special arrangement with the supervisor. On special occasions, a snack or treat may be offered, but parents will be informed ahead of time to decide if they want their child to take part.

Medical

SFO staff will refer to the Emergency/Medical/Release form filled out by parents/guardians but please list any allergies/medical issues your child has here:

SFO Departure Permission

SFO staff will refer to the Arrival/Departure form filled out by parents/guardians to allow students to leave SFO on their own.

Routines to be aware of

- *The supervisor will wear a reflective vest.
 - *After school, the children meet in the SFO building where the supervisor will take attendance before they are free to play. Students not picked up by 3:15pm or 12:15pm Tuesdays, will be escorted to SFO by staff and invoiced 300 NOK or 450 NOK Tuesdays.
 - *Children under PY4 arriving before 8:30 am unattended or without written permission will be escorted by staff to SFO and invoiced 300 NOK (unless their bus is early).
 - * Inform SFO and the office if there are any changes in medical, departure, or contact information.
- Please note: **Children must be picked up from SFO no later than 4:30 p.m.** If this becomes an issue there will be late fees charged.

Contract Details

The school files the original signed contract, and the parent(s)/guardian(s) are given a copy upon request.

I require supervision on: _____ %

Monday	Tuesday	Wednesday	Thursday	Friday

Varied Days Check Here: _____

For Tuesdays Afterschool Only Option Check Here: _____

Child's name and class:

Parent(s)/Guardian(s) signature:

Parent(s)/Guardian(s) printed name(s):

_____ Same as billed for School (Check and disregard below)

Applicable parent name/personal number, for tax deductions:.....

Invoicing address:.....

Email for electronic **invoicing**:.....

Contact Email Address for SFO News and Reminders: _____

1st Call Emergency Number: _____ Name: _____

2nd Call Emergency Number: _____ Name: _____

For Skagerak International School .. Date:.....

