



# Sage International School

## After School Enrichment

**PLEASE COMPLETE A SEPARATE FORM FOR EACH STUDENT (Although payment may be combined for siblings)**

Student's Last Name	Student's First Name	Start/Change or Effective Date

**A Choose a weekly schedule (circle days needed):**

M                      T                      W                      Th                      F (full day)

**Weekly Tuition**

Days/week	1	2	3	4	M– F	Friday Only	+ Friday
\$ per week	\$15	\$30	\$45	\$60	\$100	\$45	\$45 + day rate

**SUBTOTAL A**

Weekly Tuition \_\_\_\_\_ x 38 weeks =

**B Choose a Holiday schedule (please check all that apply):**

- My child will attend all day enrichment the week of Fall Break (Sept 29th - Oct 3rd, M - F) - \$175
- My child will attend all day enrichment the week of Thanksgiving Break (Nov. 24th - 26th, M - W) - \$125
- My child will attend all day enrichment during Winter Break I (Dec. 22nd & 23rd, M & T) - \$90
- My child will attend all day enrichment during Winter Break II (Dec. 29th - 31st, M - T) - \$125
- My child will attend all day enrichment the week of Spring Break (March 23th to 27th—Mon. to Fri.) - \$175

**SUBTOTAL B**

**C I agree to pay as follows (please check one):**

- Monthly - 10 equal payments of \_\_\_\_\_ due on the 15th (August - May) (Box C/10)
- My payment in full (Box C) is attached.

**TOTAL C**

A + B + =

*\*If scheduled payments are more than 5 days past due, a late fee of \$5 per day will be assessed.*

*\*If scheduled payment is two weeks past-due, your child will not be allowed in the program until paid.*

Name (Please print)

Signature

Date

STUDENT NAME ( LAST, FIRST)



# Sage International School

## ESage After School Enrichment

**PLEASE COMPLETE A SEPARATE FORM FOR EACH STUDENT (Although payment may be combined for siblings)**

Parent Last Name	Parent First Name	Contact Phone Number	Email Address
Parent Last Name	Parent First Name	Contact Phone Number	Email Address
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contact Name	Phone #	Relationship	Can Pick-up from Esage with I.D.
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contact Name	Phone #	Relationship	Can Pick-up from Esage with I.D.

**Please List any allergies, medications, or other special needs.**

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Please check if you do *NOT* want your child's photos to appear on the ESage blog or other promotional materials used by Sage International school.

Name (Please print)

Signature

Date

*For Office Use Only*

___ DISTRIBUTION LIST
___ TRACKER
___ INVOICE
___ BINDER

**Sage International School of Boise**  
**Enrichment @ Sage Program (Esage)**  
**Policies and Procedures**

The ESage program is designed to extend the mission and vision of Sage International School through the end of the day! ESage will encourage creativity, adventure, and reflection while building understanding of our local and global community.

**Program Operations:**

- End of the school day until 6:00 p.m.
- Fridays 7:45 a.m.-6:00 p.m.

Esage operates during school vacations except for the following holidays:

September 1<sup>st</sup>, Labor Day  
November 28<sup>th</sup> & 29<sup>th</sup>, Thanksgiving Day  
December 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, Christmas Holiday  
January 1<sup>st</sup>, New Year's Day  
January 19<sup>th</sup>, Martin Luther King Day  
February 16<sup>th</sup>, President's Day  
May 25<sup>th</sup>, Memorial Day

**Enrollment:**

- Esage has an enrollment cap based on the number of students it can safely accommodate
- You must notify the Esage Director 48 hours prior to a schedule change
- Esage will maintain a waiting list once the program enrollment cap is reached

A completed enrollment form must be returned to the Sage Elementary in order for your child to be enrolled along with tuition payment.

**Tuition Payments:**

- You may make payments by check or credit card. Checks should be made payable to Sage. If using a credit card, a 3% surcharge will be added.
- *If scheduled payments are more than 5 days past due, a late fee of \$5 per day will be assessed.*
- *If a scheduled payment is two weeks past-due, your child will not be allowed in the program until paid.*

**Late Pick-up Fees:**

- Employees are scheduled until 6:00 pm. Late pick-ups require employees to stay past their scheduled hours. Please respect their time and avoid late pick-up fees by arranging to have your child picked up no later than 6:00 pm.
- 6:00 p.m. to 6:15p.m. \$3/minute
- 6:16 p.m. to 6:30 p.m. \$5/minute
- Charge applies, per child, each day a parent arrives late
- Excessive later pick-ups or failure to pay late fees will result in permanent dismissal from program

**Receipts for Flex Plans and Taxes**

It is the sole responsibility of the family to maintain documentation for end-of-year tax records

- Request monthly receipts in advance for flex plans/taxes
- Keep canceled checks/cash receipts for IRS purposes (itemized tax statements will not be provided)  
Sage International School of Boise is a 501c(3) non-profit organization (EIN#27-0169469)

Please sign acknowledging terms of agreement above

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ESage will be implementing the same procedures for behavior as the classrooms. Students will have a clear understanding of their ESage essential agreements and know the consequences of not following them. They are put in place to insure all students feel safe, have fun and love their time at ESage. Please sign and discuss with your child.

### **Essential Agreements**

- I will always make a caring and respectful choices. I will be respectful to everything and everyone.
- I will have fun and be enthusiastic about activities and adventures.
- I will make choices that keep myself and others safe.
- I will remember choices reflect on myself and Sage International.

### **Behavior Management Plan**

1. Warning with clear description of behavior that needs to change. Does the student understand essential agreements?
  2. If behavior continues-sit out for days fun activites. During the time they will complete Action Plan paper. (How they plan on changing the behavior)
  3. If behavior continues, students will be issued an "IB Pass"/ During this time a call to parents will be made. Teacher revisits action plan and writes a report of the behavior taking place.
- After an IB pass is issued, Esage teachers can exit the student from one Friday at Esage or 2 after school days. There will be a credit added to the next month's bill when this happens.

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_