After School Care / Hort
Fees & Policies

1. Sign-up
The school office sends out an online registration form before the beginning of each school year.

2. Fees

Secure spot
For a secure and regular Hort spot, Alto requires a $200/month minimum commitment per student, which includes up to 15 hours of extended care. Additional hours are charged at $14/hour. Under this plan monthly charges are capped at $635/month.

Hourly Drop-in
Due to COVID-19, we currently cannot offer the drop-in care option.

Rates apply to regular school days as well as holidays and breaks when Hort is offered. Hort fees are billed on the 15th of the month for the previous month. Payment is due by the 1st of the following months, after that a late fee of $25 will be assessed.

Cancellation policy
Hort bookings that are not canceled 24 hours in advance, will be charged at the respective hourly rate. The cancellation policy does not apply to students who stay home from school due to sickness and are not attending school that day.

3. Pick-up procedure
Alto uses an online system for signing children in and out of Hort. Parents and other caretakers are provided with an individual four-digit code for the sign-out procedure. To add another caretaker to your pick-up list, please contact the school office to request an authorization form and sign-out code. You can also authorize another Alto parent to pick up your child by adding them to your carpool list in your online account.

During pick up, the parent/caregiver is expected to keep an appropriate distance in the preschool yard and leave the school premise as quickly as possible with their child.
Please make sure that the contact information for all authorized caretakers, including yourself, is always up to date.

**Late pick-up fees**
Hort ends promptly at 5:00pm. Late pick-ups will be charged a fee of $20 for the first 15 minutes plus $1 for each additional minute.

4. **Hort Contacts**

The Hort team can be contacted through the school office until 4:00pm. After 4:00pm you can reach the Hort directly at:

Preschool: (650) 324-8617 ext. 100

5. **Program overview**

Hort starts at 1:45 p.m. Children are offered a quiet time /nap time. We provide mats and sheets. Children may bring their own light blankets and a stuffed animal. Please put all of their belongings in an empty pillow case, clearly labeled with your child’s name, to be kept at school for naptime.

While the younger children are napping, the other children spend their time in a separate area of the room where they can participate in various quiet activities. At 3:30 p.m. each group has snack time. Until further notice parents will provide snacks from home for their children.

**Sample Hort schedule**

- **1:45 - 2:00 pm:** Children arrive at Hort
- **2:00 - 3:30 pm:** Nap/quiet time
- **3:30 - 4:00 pm:** Snack
- **4:00 - 5:00 pm:** Choice of teacher organized activity or free play