

To all parents  
with a child in after school care



Hohenfels, 20.12.2018

### Changes to or Withdrawal from after school care

Dear Parents,

In light of recent requests and incidents, we would like to point out the current enrolment policy of after school care:

The enrolment for after school care is binding for the entire school year! The enrolled student is obliged to participate as indicated on the registration form within the framework of a planned school event. Exemptions to mandatory participation such as early pick-up or termination of enrolment during the school year must be applied for and approved by the principal and can only be granted in exceptional cases. Any change of participation or withdrawal must be requested in writing! If exceptional circumstances arise and an early pick-up is necessary, we ask parents to complete the dedicated form provided by the after school care staff. Only parents may pick up their child early! Unless we have a written confirmation, we are not able to send your child home with another person. It is imperative to indicate a reason for early pick-up on the form provided!

Provided that the required minimum participation of students is met, the after school care program is state approved and funded. Therefore, short-term changes or withdrawals can only be approved in exceptional cases.

Due to the current enrolment of students in after school care, it became necessary to split the transportation on Tuesday and Thursday into two groups. It is therefore inevitable to request any changes in a timely manner in written form to ensure bus transport for all students! Short-term changes do not entitle for bus transport. All changes particularly in the 4 p.m.-group must be discussed with the bus operator prior to approval. The bus used for after school care transport only seats a limited number of students and thus, it requires appropriate planning to ensure transport for all students enrolled.

We thank you for your understanding and support. Should you have any further questions, we are at your disposal.

Respectfully,

Grundschule Hohenfels

Teresa Brey,  
Schulleitung

