



## Extended Care Policies and Procedures 2023-24 School Year

- I. General Program:** Extended Day Care is an after school program that provides students with time scheduled each day for outdoor recreation, homework, afternoon snack, and both free choice and planned activities.
- A. Times:**
1. Morning Care : 7:00 am - 8:00 am
  2. Afternoon Care
    - Regular Days (M,T,Th,F): 3:00 pm to 6:00 pm
    - Wednesdays: 2:15 pm – 6:00 pm
  3. On days with an early dismissal, Extended Care begins at 12:30 pm and ends at 6:00 pm.
  4. All children attending extended care on minimum days must bring lunch. Hot lunch service on days with 12:30 dismissals may not be available.
  5. The Extended Care Program is closed on all days that school is not in session.
- B. Registration:**
1. The registration fee for Extended Care is \$50.00. All students must have a completed registration form and emergency form on file with Extended Care.
  2. Registration and emergency forms are located on the school website.
- C. Financial Policy:** Extended Care payments are paid through the school tuition service, FACTS.
1. Failure to make payment by the given due date may result in students being excluded from the Program.
  2. A non-refundable registration fee of \$50 per family per year is required for Extended Care and is not refundable if services are not used.
  3. The fees are \$6.00 per hour for the first child and \$5.00 per hour, for each additional child. Charges are assessed in 15-minute intervals. Parents are billed at the end of each month.
  4. Payment is due by the 3rd week of the following month.
- D. Late Pick-Up Policy:** Extended Care closes promptly at 6:00 pm. Parents will be charged \$6.00 per minute per child for each minute that their child remains in the Program after 6:00 pm. Parents who are repeatedly late in picking up their children will be excluded from the Extended Care Program.
- II. Program Procedures:** Students must report to Extended Care immediately upon dismissal from class. They must remain in their assigned area at all times.
- A. Signing Out:** Parents/Guardians must sign each child out of Extended Care and indicate the time they are signed out each day.
1. If your child is not signed out with a clearly indicated time, you will be charged the full number of hours that were available that day.
  2. No one, other than a parent, may pick up a child unless his or her name is listed with the Extended Care Personnel.
  3. For safety reasons, it is imperative that parents accompany their student out of Extended Care when leaving.
  4. Parents must sign out their child in the sign out book when picking up their child. Students will not be released to an unauthorized individual unless the request is in writing or obtained verbally from the responsible parent. All verifiable contact information must be on file at the school in order to make this request by phone.
- B. Student Behavior Policy:** Students will be expected to exhibit appropriate behavior at all times.
1. Disciplinary Rules and Policies outlined in the School's Parent/Student Handbook also apply to the Extended Care Program.
  2. Expectations for our Extended Care Program mirrors expectations for school behavior.
  3. Failure to follow the rules and policies of the school will be documented and consequences will be enforced.
  4. The Extended Care Director may remove a student from the program for ongoing disciplinary problems. This will begin as a temporary action. A student may return to the Extended Care Program under an agreed upon behavior contract. In extreme circumstances, a student may be barred from the Extended Care Program for the remainder of the school year.



## Extended Care Registration Form 2022-2023 School Year

Please complete this form and attach a Registration Fee of \$50.00. The form and registration fee must be turned in to the school office before students may attend extended care. **Please PRINT if you are filling this out by hand.**

Parent/Guardian Name (Please Print)	Day Phone Number	Parent/Guardian Name (Please Print)	Day Phone Number
Student Name (Please Print)	Grade	Student Name (Please Print)	Grade
Student Name (Please Print)	Grade	Student Name (Please Print)	Grade

**Please check the approximate hours that your child will be using the program.** It is necessary that we have some idea of the hours you will use extended care, since this will determine the number of staff members required to care for your child.

Morning Care  
7:00 am - 8:00 am

Afternoon Care M, T, Th, F  
3:00 pm-6:00 pm

Afternoon Care Wednesdays  
2:15 pm to 6:00 pm

**Please provide at least two Emergency Contacts in case we cannot reach you in an emergency:**

Emergency Contact 1 Name & Relationship	Phone Number	Emergency Contact 2 Name & Relationship	Phone Number
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Please list the names of anyone other than parents/guardians who may pick up your child. Children will not be released to anyone not named here. Anyone picking up your child **MUST BE OVER 18 YEARS OLD**. No child will be released to anyone under 18 regardless of their relationship to the child.

Name & Relationship (Please Print)	Phone Number	Name & Relationship (Please Print)	Phone Number
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Name & Relationship (Please Print)	Phone Number	Name & Relationship (Please Print)	Phone Number
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I am contracting to use Extended Care at a rate of \$6 per hour with an annual registration fee of \$50. I have read and understand the rules and procedures of the Extended Care program and I take financial responsibility for the charges resulting from use of Extended Care services. I also understand that:

- Extended Care billing will be added to my FACTS account, listed as an "Incidental Expense".
- I must sign my child out of Extended Care and indicate the time I sign out each day. If I do not sign out or fail to clearly indicate the time, I will be charged the full number of hours that were available that day.
- The registration fee of \$50 is non-refundable and nontransferable regardless of the use of services.
- If I am late, I will be charged \$6 for every minute I am late after 6:00 pm.

**Please contact the Extended Care office at 510-428-4969 if you have any questions.**

Parent/Guardian Signature:

Date:

Email #1:

Email #2:

**Please note any allergies or food restrictions:**