

Corpus Christi School

Challenging Minds, Nurturing Spirits, Together

Extended Care Handbook 2011- 2012

**EXTENDED CARE
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EXTENDED CARE HANDBOOK

MISSION STATEMENT: The Extended Care Program provides quality and affordable after-school care to students in grades K-8 of Corpus Christi School. It is our goal to offer a program that not only promotes social skills through cooperative play but also one that encourages creativity and self-esteem within the individual child.

PHILOSOPHY: Extended Care is an extension of Corpus Christi School that provides a safe, nurturing and Catholic environment for students that require childcare.

The program is under the supervision of the School Principal who selects the Director and who also has final approval in the hiring of all Extended Care personnel. The Director supervises the Extended Care staff, student schedules and daily activities.

Extended Care is committed to the well-being of the children, complementing the efforts of the parents and the school. Communication skills are emphasized to increase cooperation, promote conflict-resolution and instill self-efficacy.

Extended Care aspires to be the primary childcare choice to all Corpus Christi families by making every effort in fulfilling the needs of both the children and parents in our program.

HOURS:

	Regular School Days	Minimum Days
Kindergarten	2 p.m. - 6 p.m.	12:30 p.m. - 6 p.m.
Grades 1-8	3 p.m. - 6 p.m.	12:30 p.m. - 6 p.m.

We are closed on the days when school is not in session and also on the last day of school.

LOCATION: We are located in the classroom in the far left corner of the school auditorium, adjacent to the stage. Parents or authorized persons must pick-up and sign-out their children from the facility.

CONTACT:

Director: Ms. Amy Sakaue asakaue@csdo.org

Available from 2pm-5pm and by appointment

All registration forms, schedules and changes may only be submitted to the Director.

Extended Care Website: www.corpuschristischool.com/extended_care

Extended Care: (510) 482-1630

School Office: (510) 530-4056

RATES: There are separate rates for families that contract, have multiple children and drop-in. Sibling rates only apply when children in the same family are contracted for Extended Care on the same day and same hours. *Please note that both contract and drop-in usage is charged a full hour for any part of the hour.*

2011-2012	Contracted	Drop-In
1st Child	\$5.00/hr	\$6.50/hr
Additional Siblings	\$4.00/hr	N/A

PAYMENT POLICY: All children using Extended Care must complete a registration form. Enrollment is considered the use of the program whether contractual, drop-in or yard swept. There is no registration fee for 2011-2012.

The monthly invoice is for the previous month’s usage from the 26th-25th of the current month. **If you do not receive your statement by the 10th** of the month, notify the Director so that your payment can meet the deadline. **Payment is always due upon receipt of the statement.** Your account balance is considered delinquent ON the 15th of each month. Payment must be received on the previous school day if the 14th falls on a weekend or holiday. **A late fee of \$15.00 will be charged** on your next month’s statement and notices will be sent out if your payment has not been received. Families who continue with delinquent accounts on a monthly basis will be referred to the Principal and may not be allowed to use the program.

Checks are payable to “Corpus Christi Extended Care”. To secure that your payment will be processed, checks must **only be turned into the School Office.** Also, please do NOT combine Extended Care and School Tuition as they are separate.

Please note: August is combined with the month of September; December billing will be mailed during Christmas break; and June is combined with the month of May. Schedules for May/June may not be changed after April 25. Invoices for the combined months of May and June will be mailed as close to the last day of school as possible. If you will be on summer vacation immediately after school is dismissed in June, please notify the Director in advance to receive your account balance to make your payment on time.

CONTRACT SCHEDULE: A contract consists of a minimum of 5 hours per week per child. Hours and days must be consistent throughout the month; days and/or hours may not be transposed throughout the week. Any hours and/or days that are not in your contract will be charged the drop-in fee. There is no charge when school and/or Extended Care is not in session.

CONTRACT ABSENCES: Your contract is *still in effect* regardless of absence, including illness or vacation. **You must notify the staff if your child will not be at Extended Care on a contracted day;** notifying our staff ensures the safety of your child’s whereabouts.

CONTRACT SCHEDULE CHANGES: All schedule changes must be made in writing on a Schedule Change Form and may only be turned in to the Director. Families should contract for the year but if necessary, contract schedules may be changed by month. The entire month must be at one contract schedule; if you need to make adjustments, schedule changes for the following month are due by the **25th of the month; effective on the 26th of the month until the 25th of the following month.** Be sure to keep a copy of the dated Schedule Change Form for your records.

OCCASIONAL DROP-IN: The program offers a drop-in service for families needing Extended Care on an occasional basis. Parents must contact the Director, including an estimated time of pick-up, *at least 24 hours* in advance. To ensure the safety of your child, you must notify the Director for any cancellations ASAP.

Families needing to drop-in on a regular basis or more than 2 days a week are not considered occasional drop-in and should contract for a minimum of 5 full hours per week.

SIGN-IN PROCEDURES: All children must report to Extended Care immediately upon their school dismissal at 2:00 p.m. for Kindergarten and 3:00 p.m. for Grades 1-8. A teacher will take roll and transfer names into the official sign-in book, which is in alphabetical order. If a student is involved in an after-school activity, the student must first check in with Extended Care.

SIGN-OUT AND PICK-UP PROCEDURES: The parent, authorized sibling grade 3 or older, or other authorized persons, must write down **the exact time of pick-up and sign their full name on the student's sign-out sheet. If not done, your child will be subject to a 6:00 p.m. sign-out time.** To ensure the safety your child, **you must notify a staff member before you leave with your child.**

Children should put away play materials and leave promptly when parents arrive. If you are in a rush, you may call Extended Care so that your child can begin cleaning his/her area before you arrive. Parents may not sign another child out unless the Extended Care staff has received permission in advance from the other child's parent. Any changes in authorized personnel to pick-up your child must be in writing.

LATE PICK-UP: For both contracted and drop-in arrangements, the **latest pick-up time is 6:00 p.m. A charge of \$1.00 per minute per child** for pick-up after 6:00 p.m. will be billed with your monthly invoice, **no exceptions.** Should late pick-up occur more than once, it will be suggested that you have a designated alternate driver who can pick-up your child by 6:00 p.m. If late pick-up continues and other arrangements are not made, your child will not be allowed to use the program.

MINIMUM DAYS: All grades are dismissed at 12:30 p.m. and our facility is open until regular closing time of 6:00 p.m. To ensure adequate staffing and planning, **you must sign up in advance for minimum days even if you are regularly contracted. Note that there is no hot lunch on minimum day;** please pack a substantial lunch that does not have to be heated. A snack will be provided at 3:00 p.m. and at 5:20 p.m. as usual.

If you are contracted, you may include minimum days as part of your monthly contract. You must clearly indicate the minimum day(s) and notify the Director in writing by the 25th of the month prior; these contracted minimum days will be under the same agreement as the rest of your contract--you will still be billed for these days regardless of any absence, cancellation, illness and/or vacation.

Activities and a movie are planned on minimum days. We will make our best effort to publish the title of the movie ahead of time in the school newsletter and/or in a courtesy email sent to the Extended Care email list. Please notify the Director in advance if you prefer that your child not watch the movie and an alternate activity will be provided.

YARD SWEEP: Supervision of students in the school yard ends at 3:30 p.m. Any student waiting on school premises **after 3:30 p.m. on regular days and after 1:00 p.m. on minimum days** will be signed into Extended Care and **charged the full hour drop-in rate.** Please inform designated drivers. Any **Kindergartener not picked up by 2:15 p.m. will be swept** into Extended Care and charged at the drop-in rate until pick-up.

TELEPHONE/CELL PHONE USE: Please instruct your child that the Extended Care phone is for business purposes only and there is an answer machine available for messages. If a student must use the Extended Care phone to contact you, a charge of 50 cents per phone call may be included on your monthly statement. Cell phone use is not permitted during school or Extended Care hours.

PROGRAM WITHDRAWAL: Any family choosing to withdraw from the program must give written notification to the Director. Our staff would appreciate as much advanced notice as possible. Since June is combined with May contract hours, families may not withdraw from the program after April 25 without written permission from the school principal.

SNACKS: Children need to stay well-nourished to help maintain their energy throughout the day both mentally and physically. We strive to provide healthy and nutritious snacks to the children each day, with a snack provided at 3:30 p.m. and another at 5:20 p.m. for children staying until 6:00 p.m. **It is important that we are informed of any food allergies or restrictions; please be specific on the School Emergency Form.**

If your child prefers not to have our snack, they are welcome to eat one he/she has brought from home; however, alternate snacks will not be provided to children who refuse because they dislike what is served. Please note that we provide snacks but not meals and remember to pack your child a substantial lunch and/or extra snacks for the school day.

HOMEWORK POLICY: It is the child's responsibility to complete their homework assignments. We are available to help with questions but the program is not a tutorial service nor do we have the staff for one-on-one instruction. Please speak with your child if you wish that he/she does homework while at Extended Care as we will not argue with the children to do their assignments.

Students that choose to, may do homework from 3:00 p.m.- 3:30 p.m. and after 4:30 p.m. One desktop computer is available for older grades to use for homework purposes only, on a first come, first serve basis. Please note that primary grade teachers strongly prefer that students do their assignments at home with their parents.

AFTER-SCHOOL ACTIVITIES:

GENERAL INFORMATION: If your child is involved in an after-school activity sponsored by the school, (Student Council, Band, Yearbook, Choir, Newspaper, Chess or Drama), **he/she must first sign-in with Extended Care before** going to the activity. **Students may not wait on or around school premises for an activity which begins later than 3:30 p.m.** They should either be signed up for Extended Care in advance or be brought back to the school just prior to the scheduled activity. Drivers should stay with the student in case of absence or cancellation.

AFTER-SCHOOL ACTIVITIES AND BILLING: If your child is **contracted for the day**, the contract remains the same and **billing hours still begin at 3:00 p.m.** Parents should notify the Director of the start and end dates of after-school activities that may affect their contract schedule. If your child is a **drop-in or swept** into Extended Care after the activity, hours will be **billed at the drop-in rate starting from school dismissal time at 3:00 p.m.**

SPORTS: If your child will be going to practice from Extended Care, notify the Director and an authorized coach/parent must sign-out your child at pick-up. If the practice is in the gym, your child will not be released until the coach has arrived. If your child is in a car-pool, the authorized driver must sign your child out from Extended Care.

It is the responsibility of the child to change clothes for practice at an appropriate time before he/she goes to practice and to have any needed sports equipment. If pick-up extends beyond the practice time, students will be signed into Extended Care and charged at the drop-in rate. Extended Care has use of the gym until sports practice officially begins. Classmates that are not participating in the practice may not stay to watch.

AFTER-SCHOOL ACTIVITY CANCELLATIONS: Parents will be notified before 3:00 p.m. by the school if an after-school program or sports practice is cancelled so that they can make arrangements for pick-up at 3:00 p.m. If parents have been notified of the cancellation and are unable to pick-up, students will be swept into Extended Care and charged the drop-in rate until the pick-up time.

UNIFORMS, CLOTHING AND PERSONAL PROPERTY: School dress code is strictly enforced during Extended Care and school uniform must be worn at all times. Any clothes and personal items left in Extended Care will be placed with the school Lost and Found located in front of the School Office. Please clearly label sweatshirts, water bottles and lunch boxes with your child's name, as they are the most commonly left behind items. In keeping with the school policy, we ask that students not bring personal items or money to Extended Care. If a student should bring something to share in his or her classroom, they will be advised to keep it in their backpack. We are not responsible for lost or damaged property.

PARKING AFTER 3:30 p.m.: If you need to remain on school premises, **please move your car before 3:30 p.m. to the retaining wall.** Extended Care uses the area beyond the retaining wall for outdoor recreation. For the safety of our students, **please do not drive through the cones to pick-up your child or do a U-turn around them.** Your child must wait until you reach them within the coned area.

MOVIES: The Diocese of Oakland recommends that we show G-rated movies in school and with written permission, we can include movies that are rated PG (but not PG-13 movies). Because of the longer hours in Extended Care on minimum days, we usually schedule a movie for some variety. The Movie Permission Form should be completed and returned to Extended Care. If you prefer that your child not watch the movie, an alternate activity will be provided; please notify the Director in advance.

EMERGENCIES, ACCIDENTS, ILLNESS AND MEDICATION

Extended Care coordinates fire and earthquake drills according to the school policy. Refer to the School Handbook for information regarding procedures in case of a major earthquake or fire. In case of a major incident, please note that children will only be released to authorized persons listed on the School Emergency Form. The form should be updated throughout the year as necessary.

In cases which of a minor nature, First Aide will be administered on the premises by a certified Extended Care staff member. In cases of of serious nature, the staff will make every effort to notify the parent and to carry out the instructions on the School Emergency Form. **Parents with special instructions for treating their child or who do not want their child treated in any way should clearly indicate instructions on the School Emergency Form.** If adequate instructions are not provided or if the instructions given cannot be followed at the time of the emergency, the staff will act to their best judgement for the welfare of the child.

If your child cannot attend school due to an illness or if you take your child home during the school day, you must notify our staff. If your child becomes sick during Extended Care, parents will be expected to make provisions for taking their children home. Extended Care does not have facilities for the transportation of children or for sick children to stay long periods of time. Please designate an alternate, authorized person in case you may not be able to pick-up your child.

Medication is not administered unless there is a written request form on file at school; refer to the "Request for Medication" in the School Handbook. **Parents must provide medication for allergic reactions (be**

specific) and have signed a request form by the first day of school/first day they attend Extended Care. Medication will be kept the school office **and should not be packed in lunch boxes.**

DESIGNATED PLAY AREAS: In order to provide appropriate supervision for the safety of your children, the following areas are allocated for outdoor and indoor play:

OUTDOOR: the school yard, excluding the steps leading to the Rectory. No student is to go beyond the gates leading to Park Blvd; the play structure; and the patio area next to the Keller Building is occasionally used but only under staff supervision.

INDOOR: the Extended Care facility; the auditorium when not in use by scheduled activities. Students may not be on stage unless engaged in a supervised activity; the school kitchen is used only under staff supervision; the bathrooms opposite the kitchen, the hallway, and the telephone booth **are not** play areas. If the auditorium bathroom must be used because the Extended Care facility is occupied, the student must first notify a staff member; the Church is not used for any Extended Care activities; the Computer Lab may be available at the discretion of the Computer Teacher.

Students signed in with Extended Care must remain within approved school areas at all times. If a student deliberately leaves school grounds without a parent/guardian, the School Principal will be notified and the child may be subject to suspension or expulsion from the program.

STUDENT BEHAVIOR EXPECTATIONS: As members of a Catholic community, the children are expected to respect the staff, themselves, others and things. The Discipline Policy in the School Handbook is applicable to the Extended Care Program. Any disciplinary action deemed necessary at the time of an incident will be discussed with the parent/guardian by the teacher-in-charge. Recurring incidents will be brought to the attention of parents/guardians and to the Director. If not resolved, the School Principal will be notified and the child/ren are subject to suspension or expulsion from the program.

PARENTAL RESPONSIBILITIES: We need your support and cooperation in order to provide the best care for your child. Please communicate any special needs your child might have and inform us of any events that might influence your child's behavior such as illness/death in the family or change in family routine. We will respect any confidence shared for the welfare of your child.

PLEASE BE SURE TO:

- Submit an Extended Care Registration Form, clearly indicating the start date
- Submit a Movie Permission Slip
- Include (and update when necessary) a list of authorized personnel for pick-up from Extended Care on the School Emergency Form
- Clearly write all allergies (food and/or other) on the School Emergency Form with any specific information that will ensure your child's well-being.
- Review sign-in/out procedures, pick-up instructions and yard sweep with authorized drivers

PLEASE REMEMBER:

- Parents/authorized drivers must always sign-out with the exact time of pick-up and notify staff before leaving with your child.
- Introduce new babysitters to our staff **before** he/she begins to pick-up your child. Inform newly authorized persons that identification may be requested by the staff. Children will not be permitted to leave the facility unless accompanied by a parent/authorized person. For the child's safety, telephone requests will not be granted.
- **Students may not make same day arrangements on their own to go home with other students even if their parent or another parent agrees to take responsibility.** No exceptions will be made. Arrangements must be made in advance with both parents and a signed note must be given to the Director.
- It is your responsibility to inform the Director when sports schedules and other school-sponsored after-school activities begin and end; adjust and submit your contract schedule accordingly by

Extended Care: Contract Schedules and Billing FAQ - Frequently Asked Questions

Please note, this is additional information regarding your signed contract with Extended Care.

CONTRACT BILLING

What is a contract?

- A signed commitment to have a set schedule for the month
- Must have a minimum of 5 consistent hours/week
- The schedule must have the same days and times for the month
- Day/hours may not be transposed during the week
- A month schedule begins on the 26th and includes the 25th of the following month
- You may include minimum days as part of your monthly contract. You must clearly indicate the minimum day(s) and notify the Director in writing by the 25th of the month prior; these contracted minimum days will be under the same agreement as the rest of your contract--you will still be billed for these days regardless of any absence, cancellation, illness and/or vacation.

What is the contracted rate?

- **2011-2012** hourly rate: **\$5.00/hr per first contracted child**
- Any part of the hour is charged a full contracted hour
- Hours not included in your contracted schedule are billed at the drop-in rate of **\$6.50/hr**

How is billing dealt with?

- You are billed the previous month's usage: the first day of the billing cycle begins on the 26th of the month and includes the 25th of the following month except for: August, which is combined with the month of September and June, which is combined with the month of May.
- You are not charged for days that school and/or Extended Care is not in session
- If you do not receive your bill by the 10th of the month, you must contact the Director for your account balance in order to make your payment on time.
- Payment is due on receipt of the statement and will be considered late on the 15th of the month
- Late payments will be fined a \$15 fee.
- Checks are payable to "Corpus Christi School Extended Care" and must only be submitted to the the School Office.
- A copy of your child's monthly time-sheet will be available on request

Can I change my schedule? When will the new schedule begin?

- If necessary, contracts may be changed for the following month
- Schedule changes must be written and signed on a Schedule Change Form and submitted to the Director **by the 25th of the month**
- New schedules begin *on* the 26th of the month and continue through the 25th of the next month.
- To maintain on contract, the new schedule must still have a minimum of 5 consistent hrs/wk.

If I notify you beforehand, will I still be charged if my child is absent, ill or on vacation?

- As an agreed upon contracted schedule, you will be charged regardless of absence
- You are not charged for days that school and/or Extended Care is not in session

Are there any other charges that I need to be aware of?

- If pick-up is past the program closing time of 6:00 p.m, a \$1 per minute, per child fee will be added to your monthly invoice
- If your child must use the Extended Care phone to contact you, a 50 cent per phone call fee may be added to your monthly invoice

CONTRACT BILLING WITH SIBLINGS

What is the sibling rate?

- 2011-2012 sibling rate: **\$4.00/hr per each additional child**
- A sibling rate is applied when more than one child in the same family is contracted for the same hours on the same day; all children must still have a minimum of 5 consistent hrs/wk

CONTRACT BILLING AND AFTER-SCHOOL ACTIVITIES

Am I charged for the hours during after-school activities?

- You are charged your regular contracted hours, starting from 3:00 p.m., whether your child is involved in an after-school activity or not

Can I change my schedule so that I am not charged during after-school activities?

- To eliminate the activity day from your contracted schedule, please submit a Schedule Change form by the 25th of the month to be effective the 26th
- To remain on contract, the new schedule must still have a minimum of 5 consistent hrs/wk
- Please note that unsupervised students cannot wait on or around school premises for an after-school activity to begin. Off-site provisions must be made for the child to avoid being swept into Extended Care and charged at the drop-in rate.

Is there anything else I should know about Extended Care regarding after-school activities?

- If a student is not picked up after the activity, he/she will be swept into Extended Care and will be charged **one drop-in rate/hr starting from school dismissal time at 3 p.m.**
- If an after-school activity is cancelled, students may be swept into Extended Care
- If a parent was notified on the day of cancellation, you will be charged at the drop-in rate/hr

CONTRACT BILLING AND MINIMUM DAYS

How are minimum days billed?

If the minimum day falls on your contracted day:

- You will be charged your contracted hours whether your child attends or not
- The hours from **12:30 p.m. until your contracted start time** are billed as **additional hours and charged at the contracted rate**. Contract hours on minimum days are not transposable
- If pick-up is later than the contracted time, you will be charged at one drop-in rate/hr

If the minimum day does not fall on your contracted day:

- The hours from 12:30 p.m. until pick-up time is charged at one drop-in rate/hr
- Please keep in mind that any part of the hour is billed a whole hour

What about after-school activities on minimum days?

- If a school-related activity (Student Council, Band, Choir, Chess, Yearbook, Drama or Newspaper) is planned on a minimum day, you must notify the Director in advance.
- If your child will be returning to Extended Care after the activity, **hours charged begin from the time of school dismissal**

Extended Care: Kindergarten FAQ - Frequently Asked Questions

Please note, this is additional information regarding your signed contract with Extended Care.

GENERAL CONTRACT BILLING

- Extended Care is available from 2:00 p.m.- 3:00 p.m. for Kindergarten students only
- Kindergarten is dismissed from school at 2:00 p.m. on regular days and on 12:30 p.m. on minimum days.
- To avoid being swept into Extended Care, students must be picked up from school no later than 2:15 p.m. on regular days and no later than 1:00 p.m. on minimum days. If your child is swept, you will be charged a full hour at the drop-in rate and each hour thereafter until your child is picked up
- See Contract FAQ for “Contract Schedules and Billing” for more information regarding contracts

After-Care 3:00-6:00 p.m.

- After-Care is also available for Kindergarten from 3 p.m.- 6 p.m.
- If pick-up is past the program closing time of 6:00 p.m., a late fee of \$1 per minute, per child will be added to your monthly invoice

CONTRACT BILLING AND MINIMUM DAYS/FIELD TRIPS:

If the minimum day/field trip falls on a contracted day:

- Contract hours are billed regardless of absence, minimum day and/or school field trip
- Hours/days may not be transposed
- Hours beyond your regular contracted hours are charged at the drop-in rate
- Contact the Director if pick-up time will be different from your contracted schedule

Is there anything else I should know about Kindergarten billing?

- Siblings (3rd grade or older) may sign out your Kindergartener at 3:00 p.m.
- On the minimum days during the first two weeks of school, parents should arrive at the play structure no later than 12:45 p.m. to avoid being swept into Extended Care.

Extended Care: Drop-In FAQ - Frequently Asked Questions

Please note, this is additional information regarding Extended Care.

DROP-IN GENERAL INFORMATION

What is drop-in and what is the rate?

- With at least 24 hours advanced notice, drop-in is available to families that are not contracted and need occasional child-care
- Drop-in hours are also any hours not part of your contracted schedule
- **2011-2012: \$6.50/hr per child**

Is there a drop-in sibling rate?

- No drop-in sibling rate is available; the rate for each child is **\$6.50/hr**

How is billing dealt with?

- Drop-in is billed by per-usage hour; any part of the hour is charged a full drop-in hour
- You are billed the previous month's usage: the first day of the billing cycle begins on the 26th of the month and includes the 25th of the following month except for: August, which is combined with the month of September and June, which is combined with the month of May.
- You are not charged for days that school and/or Extended Care is not in session
- If you do not receive your bill by the 10th of the month, you must contact the Director for your account balance in order to make your payment on time.
- Payment is due on receipt and will be considered late on the 15th of the month
- Late payments will be fined a \$15 fee
- Checks are payable to "Corpus Christi School Extended Care" and must be submitted only to the the School Office.
- A copy of your child's monthly time-sheet is available on request

Can I change my schedule? When will the new schedule begin?

- If drop-in becomes regular or you use 5 or more hours a week, you may consider changing to a contract. To change to contract, submit a new Registration Form to the Director by the 25th of the month. Contract schedules begin on the 26th of the month.
- For more information, see "FAQ-Contract Schedules and Billing"

Are there any other charges that I need to be aware of?

- If pick-up is past the program closing time of 6:00 p.m, a \$1 per minute, per child fee will be added to your monthly invoice
- If your child must use the Extended Care phone to contact you, a 50 cent per phone call fee may be added to your monthly invoice

DROP-IN BILLING AND AFTER-SCHOOL ACTIVITIES

What if my child attends after-school activities before Extended Care?

- Parents must notify the Director in writing when the after-school activities will begin and end
- For the safety of your child, he/she must check in with the Director *before* going to an after-school activity and must return to Extended Care directly after they are dismissed
- If your child is a drop-in or swept after the activity, hours are **charged at the drop-in rate starting from** school dismissal time at 3:00 p.m.

Is there anything else I should know about Extended Care regarding after-school activities?

- If a student is not picked up after the activity, he/she will be swept into Extended Care and will be charged one drop in rate/hr from **school dismissal time of 3:00 p.m.**
- If an after-school activity is cancelled, students may be swept into Extended Care. If a parent was notified on the day of cancellation, you will be charged at the drop-in rate/hr
- Students cannot wait unsupervised before or after the school activity; off-site provisions must be made for the child to avoid being swept into Extended Care and charged at the drop-in rate

DROP-IN BILLING AND MINIMUM DAYS

How are minimum days billed?

- The hours from 12:30 p.m. until pick-up time is charged at one drop-in rate/hr
- Please keep in mind that any part of the hour is billed at whole hour
- Remember that you must notify the Director at least 24 hours in advance if your child will be attending minimum days