

## EXTENDED CARE POLICIES AND GUIDELINES

*Effective September 2011*

Extended Care is held in the three's class area of the church building. Children have the opportunity to participate in circle times, craft activities, outside play, music, free choice, and quiet time (naps if the child chooses), all under the supervision of fully qualified staff. Children are welcome to attend Extended Care at any time space permits, including on days in which they do not have class.

### Who can attend Extended Care?

Extended Care is available for children enrolled in our 3 and 4 year old classes. Children may participate as "Regulars" or "Drop-Ins";

- As a "**regular**", you pay in advance to secure a spot for your child on specific day(s) each week.
- As a "**drop-in**", you check with the office for availability on the day(s) you would like your child to stay. This can be as late as right before extended care begins. We have a calendar in the office for you to sign your child up or you may call the office.

### When is the program available?

This program is currently offered on Mondays, Wednesdays, and Fridays, when school is in session. Extended Care starts immediately after Lunch Bunch and ends at 3:00 pm. (Lunch Bunch ends at 12:00 pm for all morning classes.)

Extended Care is closed during school holidays.

### Can my child stay for a shorter time?

Yes, you can pick up your child prior to 3:00 pm, however, you will **not** receive a rate deduction.

### What is the teacher/child ratio?

Up to 8:1

### What is the cost?

- A "**regular**" rate is **\$25** per day for each day per week your child is enrolled. Regular Extended Care is billed in advance on your monthly statement; you will be charged \$25 for each day Extended Care is open.
- A "**drop-in**" rate is **\$30** per day. Drop-In Extended Care will be billed on the next monthly statement.

### As a regular, can I trade the regular day I am enrolled for another day? What about holidays that fall on my regular extended care day?

- We are unable to accommodate trade days for the days in which Extended Care is open and your child does not attend.
- You will only be charged for days in which Extended Care is open.

### What if I want to cancel or change my child's Extended Care plan?

We require two weeks notice for changes or cancellations. Please contact the office.

**Feel free to contact Sue in the office if you have any other questions.**