

# Extended Care Program 2018-2019

## *Contract & Agreement of Guidelines*

### Days and Hours of Operation:

- Before School Care: Monday-Friday **6:30-8:00 AM**. If students will arrive prior to 7:15 AM, **parents are to provide a healthy breakfast**.
- After School Care: Monday-Friday **3:15-6:00 PM**. If students will stay beyond 3:30 PM, **parents are to provide a healthy snack**.
- Extended Care is closed on days when there is no school.
- There will be no After School Care available on early dismissal school days.

### Rates:

- **Regular:** less than 12.5 hrs. per month
  - Rate of \$12/hour; each additional child is \$6/hour.
  - Times are rounded **up** each 10 minute time period. The rate is \$2/10 minutes.
  - Students attending between 12.5-20 hours per month will be charged a flat-rate of the 20 hr. Tier 1 amount (i.e. \$150) so that families are not overcharged with the regular rates.
  - **All students not picked up by 3:15 PM** will be placed in Extended Care and charged accordingly.
- **Tier 1:** 20-32 hrs. per month
  - Rate of \$7.50/hour; each additional child is \$4.50/hour. Half-hour minimum.
  - Times are rounded **up** each 10 minute time period. The rate is \$1.50/10 minutes.
  - Students attending between 32-40 hours per month will be charged for the 40 hr. Tier 2 amount (i.e. \$240) so that families are not overcharged with the Tier 1 rates.
  - **In order to receive Tier 1 rates, the child must be in extended care for over 12.5 hours during the billing month.**
- **Tier 2:** 40+ hrs. per month
  - Rate of \$6.00/hour; each additional child is \$4.50/hour. Half-hour minimum.
  - Times are rounded **up** each 10 minute time period. The rate is \$2/10 minutes.
  - **In order to receive Tier 2 rates, the child must be in extended care for over 32 hours during the billing month.**
- **After Hours Fees**
  - Faith Lutheran Extended Care closes at 6:00 pm.
  - Courtesy calls will be placed to a parent for any child still in care at 5:50 PM.
  - There is an extra charge of \$1 for every minute the child is in care after 6:00 PM.

### Payment and Fees:

- Extended Care charges will be entered in TADS, along with tuition charges.
- Payment cycles will be the 1<sup>st</sup> through the end of each month (ex. Sept. 1-30).
- Extended Care statements will be billed monthly.

### Health Policy and Guidelines:

- Extended Care will follow the same Health Policy and Guidelines as the Preschool.
- A copy of this Policy will be available to read at the Extended Care sign-in table.
- A handout explaining the required components for breakfast and snack is given out prior to the start of school.

*Please turn page over to sign the Extended Care Contract*

# Extended Care Schedule 2018-2019

Our Extended Care, as a licensed child-care program under the Department of Early Learning, must always maintain proper ratios of staff to students. In order to help us properly staff our Extended Care program, please fill out the following portion to the best of your knowledge.

Select the option that best applies to your student(s):

- I **do not** plan to make use of Extended Care for my child(ren). However, I do realize that unforeseen circumstances may arise that would cause my student(s) to need care. **My child(ren) will be placed in Extended Care if they are still at School at 3:15 pm and I will be responsible for all accrued fees.**
- I plan to make use of Extended Care **every week**, as indicated on the schedule below. I understand that I will be charged according to the Regular or Discounted rates, depending on usage.

My Student (s) Anticipated Extended Care Schedule:

	Before Care (6:30 - 8:00 am)	After Care (3:15 - 6:00 pm)
Please type in your student(s) anticipated drop-off and pick-up times, if needed.		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

By signing below, I acknowledge that:

- I agree to notify the Extended Care or School office if my student's regular schedule changes from what is typed above.
- I am aware a copy of the Extended Care Health Policy and Guidelines is available to view at any time and is located at the Extended Care sign-in table.

---

Printed Name

Signature

Date