

OPEN DOOR POLICY

Extended Day Care has an open door policy. Any parent or guardian who would like to drop in and observe our program is welcome.

FINANCES / PAYMENT

Extended Day Care fees are based on an hourly rate. Students who attend day care for 40 hours or more per month are charged a flat fee. For the 2008-2009 school year, the rates are as follows:

	<u>1 child</u>	<u>2 children</u>	<u>3+ children</u>
Hourly	\$7.00	\$9.00	\$11.00
40 hours or more	\$225.00	\$275.00	\$325.00

A fee of \$25.00 per occurrence is charged for all checks that are returned for Non-Sufficient Funds (NSF). **Once a check is returned, that payment and all other payments for the school year must be made by cash or money order.**

OVERTIME CHARGES

Extended Day Care closes promptly at 6:00 p.m. Any student picked up after 6:00 p.m. is subject to a mandatory late pick up fee of \$1.00 per minute PAYABLE AT THE TIME THE CHILD IS PICKED UP. For this reason, and for your child's safety, it is important to list as many authorized persons on your day care release form as possible so that you are able to contact them if you are unable to pick up your child.

Habitually late pick-ups may result in dismissal from the day care program.

INVOICES AND PAYMENTS

Extended Day Care invoices are sent home on the first (1st) and fifteenth (15th) day of the month. Payment is to be made no later than the tenth (10th) and twenty-fifth (25th) of each month. **If a payment is not received on time, it is considered late and a late fee of \$10.00 will be charged for each month the payment is not received. If you fail to pay for two billing cycles, then your child cannot continue to attend Extended Day Care until your account is paid in full.**

EMERGENCY PROCEDURES

Please do not send sick children to day care. Each parent/guardian is required to fill out an emergency information card each year. It is imperative that a form with emergency information that is complete and current be kept on file for every student enrolled in Extended Day Care. We ask that you list no fewer than **two** persons as emergency contacts on this form, excluding parents/guardians. Staff must have accurate phone numbers and those listed as emergency contacts should be notified that their name has been given as such.

MEDICATION

If your child requires an inhaler, please be sure that the Extended Day Care Director is aware of this. Inhalers that are in the office for the school day may not be available after school hours. Therefore, please be sure that the student retrieves the inhaler from the school office prior to checking in at day care. Other than inhalers, the Extended Day Care staff is not responsible for administering medication, unless parents have made prior arrangements with the day care director. **Absolutely no medication will be administered without the proper paperwork from a doctor.**

EXPECTATIONS

Since Extended Day Care is an extension of the school day, the same expectations for cooperation by students and parents are assumed. Families who consistently violate the policies and procedures of the program will be dismissed from the program by the principal. Students are expected to conduct themselves by the same rules that govern the school day. Students who violate school rules while in day care will be subject to the same disciplinary procedures used by the school. This includes, but is not limited to: detention, suspension and expulsion from either the program or the school, depending on the severity of the infraction.