

Wards Creek Elementary

EXTENDED DAY
ENRICHMENT PROGRAM



Parent/Student Policies

Offering a Safe and Secure Environment for
Our Warriors- Before and After School

WARDS CREEK ELEMENTARY
EXTENDED DAY ENRICHMENT PROGRAM
2016-2017

Parents are required to sign the Wards Creek Extended Day registration application, stating they have read and understand these policies.

General Information

Wards Creek Elementary is pleased to offer an extended day program for all of our students in Kindergarten through 5th grade. The students in the program are supervised and provided with a structured schedule of activities and care. Time will be provided each day for free play, snack, homework time, as well as a variety of seasonal activities. The following services are provided:

- Morning Extended Day Care- Monday through Friday 6:30 am-8:00 am
- Afternoon Extended Day Care- Monday-Friday after school until 6:00 pm

Registration

All enrollments are required to pay a **NON-REFUNDABLE registration fee of \$75.00 per child**. The parent may enroll and withdraw & re-enroll their child in the program throughout the year without repayment of this fee. ****Should your address, phone numbers, emergency contact information, or persons allowed to pick-up your child change prior to or throughout the school year, please communicate those changes immediately in writing.**

Drop Off/Pick-up

To ensure the safety of your child, the following procedures **MUST** be followed:

- ✓ All children will be dropped off/picked up in the designated area
- ✓ A picture ID must be presented by each adult picking up your child. This includes you AND any individuals designated on your information sheet that are allowed to pick up your child. The child will NOT be released to anyone NOT listed on your forms unless prior written arrangements are made. Phone calls for this purpose will only be accepted in an emergency situation.
- ✓ An ADULT must sign the child out. Children cannot sign themselves out.
- ✓ After you sign out your child, they will be called to meet you in the designated office area.

Activities Provided Within the Program

Morning Program

Children will be given a safe environment to participate in activities such as board games, and reading activities. They will also be able to purchase breakfast before going to class.

Afterschool Program

Homework

Students will have time to do homework and or quiet reading time. If your child has already finished their homework or has none, please make sure they have some reading material for homework time.

Recess

Our children will have recess daily. The children will alternate using the playgrounds, the basketball courts, softball field, soccer field, and their assigned "houses".

Snack and Drink

The children seem to enjoy the variety of snacks we provide. Each day different choices of snacks are available. If your child is on a special diet, please provide that for your child. You may also bring in an extra healthy snack from home if so desired.

Seasonal Activities

Arts and Crafts, computer time, board games, and other activities will be provided.

Contracted Activities

Outside contractors such as Karate, Soccer, Engineering, Drama, Archery, TOTS, Music Lessons, etc. may be offered during Extended Day time for an additional fee. This will be paid through the contracted company or individual offering these services.

Withdrawing from the Program

Should your needs change, and you need to reduce or discontinue our Extended Day service, please show us the courtesy to notify us in writing giving **TWO WEEKS** notice. **If your child leaves with any outstanding debts, he/she may not be re-enrolled until these have been satisfied.**

Extended Day Enrichment Program Fee Breakdown

- Snack & Drink are included with all after school plans
- The published rate schedule is for 10 equal payments and are beginning in August 2016 through May 2017
- **Fees must be paid in advance of services performed**

Before School Care Only

Per Student- 10 Payments of \$100

Both Before & After School Care

Per Student- 10 payments of \$300

After School Care Only

Per Student- 10 payments of \$200

Please contact our extended day office if you are interested in a Drop- in option or if you are an Employee of SJCS.

During the year, our rates may change. We will give all families a minimum of a two week notice before changing any of our fee schedules.

Invoices, Due Dates, & Late Payment Fees

All Fees are to be paid **August** through **May**. There are no partial or pro-rated payments. Please make checks/money orders payable to: Wards Creek Extended Day.

Important Information Regarding the 6:00 pm Pick up Time

Extended Day Enrichment Program supervision is not offered beyond 6:00 pm. We understand emergencies do arise from time to time, so we recommend that you arrange a plan to cover for these situations when you would be unable to pick-up your child on time. In that event, we expect some notification whenever possible before 6:00 pm. This will help your waiting child feel more reassured.

In the event you are late picking up your child, you will be **charged \$1.00 for every minute late**. This charge will automatically be applied to your account. This is necessary, not only because it costs us more in staffing fees, but also for the consideration of our staff, who also need to get home to their own families and personal obligations.

This is a charge we **DO NOT** wish to have to collect! **Make back-up arrangements in the event of emergencies and please, do your best to pick your child up on time.**