



Deer Creek Christian School's Extended Care Policies and Procedures (revised May 2009)

Location: Deer Creek Christian Church & School, Room 134
Phone: 672-6200 Ext. 36

Mission Statement

- The Extended Care Program aims to further support DCCS community by providing nurturing and stimulating experiences for DCCS students before and after school.

The Extended Care Program will Include

- Time-conducive environment and adult/peer guidance to complete homework assignments
- Group activities, such as organized games, projects, and crafts
- Free choice time inside and outside
- Healthy snacks and breakfast

Program Hours and Days of Service

On regular school days, the schedule is as follows:

Before school hours: 6:30 AM-8:15 AM

After school hours: 3:00 PM-6:00 PM

On **NO SCHOOL DAYS**, due to teacher in-service, conferences, holidays, school cancellation, there will be **NO** extended care program. On **HALF-DAYS** (early dismissal), there will be **BEFORE** school care. **AFTER** school care will be determined by the number of students interested in registering for that date. Other terms apply. Please see Half-Day Form for specific disclosures and prepayment options.

Extended Care Program Location

The majority of sessions will be held in **Room 134** located in the northwest corner of the church portion of the building. The students will also have the opportunity to play on the large playground outside.

Student Information Form

Families need to complete the Student Information Form for each child prior to attending the Extended Care Program. This will assist staff members in having important information about the student's family, areas of interest, and emergency and medical information.

Fees and Payment Schedule

Pre-Registration Fee: Families wishing to utilize the program at any time throughout the school year must pay upfront, a **one-time, one-fee Pre-Registration of \$25.00** per student.

Daily AM Fee: For each child utilizing the before school session (6:30 to 8:15 am), the fee is **\$10.00 per day**.
Pay only \$8.00 per day if payment is made prior to or on the date of service.

Daily PM Fee: For each child utilizing the after school session (3:00 to 6:00 pm), the fee is **\$15.00 per day**.
However, if a student is picked up by 4:00 pm, the fee is only **\$5.00 per day**.
Pay only \$12.00 per day if payment is made prior to or on the date of service.

Early Dismissal Days Fee: For each child utilizing the after school care program on an early dismissal day the following fees will apply:

- A. **\$15.00 Fee per child** from 11:30 am to 3:00 pm (regular dismissal time), this is for 3.5 hours program utilization including lunch and recess with pick-up by 3:00 pm.
- B. **\$30.00 Fee per child** from 11:30 am to 6:00 pm, this is for 6.5 hours program utilization including lunch, recess, and a movie with pick-up by 6:00 pm (utilizing the program to its limit).

Calendar and Payment Schedule: In order to better prepare and plan for the children attending the Extended Care Program, there will be a two-week calendar available bi-weekly. Parents need to fill out the calendar by circling either AM and/or PM or marking a check for 4PM pick-up for each day they want the child in the program, total up the number of sessions they want to use per child, as well as all applicable fees, and return the calendar with the correct payment **before the two-week session**. Checks can be made payable to: **DCCS Extended Care Program**. Please submit your payment to the front office and/or to the Program Directors, Angela or Tara. **It is necessary to make payment before your child uses the program.**

Occasional Exceptions: If you are **pre-registered** and you discover that you need your child to attend the program on a day not indicated on the calendar, you may call the office and notify the staff of the date and time that your child will be attending Extended Care. You will be expected to pay for that day upon drop-off or pick-up.

Drop Off and Pick-Up Procedures

Before School: We want to keep all the children safe and accounted for at the Extended Care Program. When arriving, all children must be accompanied inside the building by an adult. The entrance for the program is at the northeast corner of the church. Please ring the bell and a staff member will buzz you and your children inside the building. Once inside, please sign in your children at the table outside Room 134.

After School: Depending on the time of pick-up, the children may be in Room 134 or they may be on the playground. In all cases, parents must come inside with their children to pick up their belongings as well as to sign children out of the program. This will allow staff to know when children are leaving.

Late Pick-Up: The after school program operates between 3:00 and 6:00 pm. Due to the use of the facility and family responsibilities of the staff, it is imperative that children are picked up on time. **Any family picking up students after 6:00 pm will be fined \$1.00 per minute after the hour.** Emergency situations and unanticipated problems are outlined in a separate portion of this packet. Please also make note that we allow for one (1) "freebie" late pick-up. It does not matter what the reason or the occasion. **All other late pick-ups (anytime after 6:00 pm) will be assessed the \$1.00 per minute fee. NO EXCEPTIONS APPLY.** Staff can be reached at 672-6200, Ext. 36, or directly to Ms. Angela at (708) 768-4766 cell.

We greatly appreciate your attention to the above policies and procedures. We are certain that families will find the Extended Care Program a blessing and students will enjoy the many experiences and opportunities available to them during their time in the program.



Deer Creek Christian School's Extended Care Policies and Procedures Signed Agreement of Terms and Conditions

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Parent Pledge:

I have read and understand the policy listed above. I agree to abide by this policy.

Parent Signature: _____ Date: _____

Student(s) Name: _____ Grade(s): _____