

The Extended Care Program

- The **Kindergarten Rest Program** is provided Monday - Friday from **12:30 p.m. - 3:20 p.m.**
- The **After School Program** is offered for Kindergarten and all grades from **3:20 p.m. - 5:30 p.m.** on Monday, Tuesday, Wednesday & Friday, and from **12:30 p.m. - 5:30 p.m.** on Thursdays.

The Extended Care Program is designed for students of Shepherd Valley Waldorf School. All rules and policies of Shepherd Valley Waldorf School will pertain.

Extended Care Program Policies & Procedures:

- Pre-arranged care is available. Parents need to register and pay in the office the week before. No phone-in or late requests will be accepted. Drop-in care is limited to space available. An invoice will be sent in the mail for drop-in care charges. There are no refunds.

Fees: Pre-Arranged rate	\$6.50 per hour
Drop-In rate	\$7.50 per hour

- The Extended Care programs are designed for Pre-K/Kindergarten through Eighth Grade students of Shepherd Valley Waldorf School. We can only accept a child into the Kindergarten Rest or After School Program with the registration form(s) on file in the office and when a child has been in attendance during the regular school day. Children are officially enrolled after the appropriate registration form is completed and a fee schedule has been chosen. Both the Kindergarten Rest Program and After School Program registration forms are to be completed if a Kindergarten student will be staying after 3:20pm on Monday - Wednesday and/or Friday.
- Children staying for the Kindergarten Rest Program need to bring a lunch. In addition, any students that are staying for any time in the Extended Care Program on Thursday afternoon **MUST** bring their lunch. Parents are requested to send a healthy, wholesome lunch with their child along with a cloth napkin. No candy, gum, soda or overly sweet desserts are allowed. If a child does not have a lunch, one will be provided at a charge of \$5.00.
- Kindergarten children are also requested to bring a small pillow, small sheet and blanket in a cloth bag for nap. These items should be of a solid, muted color.
- All enrolled students, Pre-K/Kindergarten - Eighth Grade, who are on the school grounds after dismissal, and who are not enrolled in the After School Program will be signed in to the After School Program by a staff member on a drop-in basis. Students may not wait in the office or elsewhere on campus for parents' arrival. Exceptions exist for students whose parents have given written permission to walk or bike from school. In certain circumstances, other exceptions for Upper Grades students can be arranged between parents and administration.
- Parents (or legal guardian who picks up the child) are responsible for **PERSONALLY** signing out the student. If the parent or guardian does not sign out the student, the appropriate usage fee will be billed until **5:30 p.m.** Students will be dismissed from the program only to the persons listed on the registration form. If someone different is to pick up the student due to unusual circumstances, the authorized person, not the person who is picking up the student, must notify the office in advance.
- Parents who are picking up their children from the Kindergarten Rest and the After School Program are requested to please collect the child's things and depart in a timely manner. Additionally, parents are requested

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Extended Care Program Policies & Procedures (Continued)

to use a playground other than the Kindergarten playground after 3:30pm so that the Extended Care staff can safely account for students in the After School Program.

- The minimum daily charge for the Extended Care Program is a half-hour and is billed in half-hour increments thereafter. Parents will incur a late fee for any child left after **5:30 p.m.** at a rate of **\$1.00** per MINUTE late, paid directly to the teacher. Emergency contacts will be called if students are not picked up by **6:00 p.m.** At this time, the Extended Care Director may take such other steps as will secure the safety of the child and discharge the responsibility of Shepherd Valley, with charges continuing to accrue until children are released to their parents.
- Drop-in and late charges through the end of the month will be billed by the 10th of the following month and are due on the 20th.
- Fees must be paid even though a student is absent on a particular day or is picked up before his or her registered time. There will be no refunds or exchanges of dates.
- Anyone failing to adhere to the policies, procedures, and the payment schedule may be requested to leave the program.

Registration for the Extended Care Program 2011-2012

Child's Last Name: _____ Child's First Name: _____

Date of Birth: _____ Current Grade: _____

Parent #1 Name: _____ Parent #2 Name: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

Programs Offered

- The **Kindergarten Rest Program** is offered Monday – Friday from 12:30 pm – 3:20 pm.
- The **After School Program** is offered for Kindergarten and all grades from 3:20 pm – 5:30 pm on Monday, Tuesday, Wednesday and Friday and from 12:30 pm – 5:30 pm on Thursdays.

Please indicate which program(s) your child will attend:

 Pre-K/Kindergarten with Afternoon Care (until 3:20 pm) option on the Shepherd Valley Waldorf School Enrollment Contract Kindergarten Rest Program After School Program

If you know the days of the week that your child will regularly attend, please indicate them here: _____

Please see the Policies and Procedures for payment methods and terms.