



Extended-Care Programs & Policies

Extended-Care provides a safe and nurturing environment with fun activities specially designed for our students. We make this a meaningful part of the child's day. The program is structured to address the interests and development levels of Pre-Primary through Eighth Grade students.





Before-Care Program

Before-Care is a quiet time to read a book, play a game, or socialize with friends. Before-Care begins at 7:00am until morning classroom arrival time.

Procedures:

Upper School

- 7:00 - 8:00am: Park in front of Cottage 1 and escort your child in.
- 8:00 - 8:15am: Pull up to the arrival gate (weather permitting) and indicate to the staff that you are dropping for Before-Care. Do not exit your car while in the car line.
- Students entering the playground prior to 8:15am are subject to fees.

Lower Elementary

- 7:00 - 8:00am: Park in front of Cottage 1 and escort your child in.
- 8:00 - 8:30am: Pull up to the arrival gate (weather permitting) and indicate to the staff that you are dropping for Before-Care. Do not exit your car while in the car line.
- Students entering the playground prior to 8:30am are subject to fees.

Primary Students

- 7:00 - 8:45am: Park at the arrival gate at Primary 3.
- Escort your student into the P3 classroom or to the staff if on the playground.
- Sign-in by the parent/guardian is required.

Pre-Primary Students

- 7:30 - 8:45am: Park at the arrival gate at Primary 3.
- Escort your student into the P3 classroom or to the staff if on the playground.
- Sign-in by the parent/guardian is required.

Policies:

- Children with an OLDER sibling that has an earlier class will be admitted at no charge.
- Students are not permitted to wander campus or wait outside without parental supervision prior to arrival time. If you arrive early, you must stay with your student or put your child in Before-Care.

Fees:

- Before-Care is a flat fee of \$7.00 per day for Occasional use and is payable at the time.
- Frequent users may sign up for Annual Extended-Care. Please see the Extended-Care Plan Enrollment Form for more information.

Extended-Care can be reached on their direct line at 727-244-0926.



After-Care Program

Students are welcome to remain for After-Care until their parents get off work, family obligations, etc. Extended-Care begins at the end of dismissal time to 6:00pm.

Procedures:

Upper School

- 3:45 - 5:00pm: Study Hall: park in the right lane of the Upper School and call or stop in the office. Students will be released and sent to your car.
- 5:00 - 6:00pm: Park at the Primary 3 dismissal gate and sign your child out from the P3 classroom or playground.

Lower Elementary

- 3:30pm - 5:00pm: Park in the right lane of the playground dismissal gate
- Sign your student out from Cottage 1 or the Dismissal playground
- 5:00 - 6:00pm: Park at the Primary 3 dismissal gate and sign your child out from the P3 classroom or playground.

Primary Students

- 3:15- 6:00pm: Park at the Primary 3 dismissal gate and sign your child out from the classroom or playground.

Pre-Primary Students

- 3:15- 4:30pm: Students are in the Pre-Primary classroom or playground. Park and enter the classroom through the outside door.
- 4:30 - 5:00pm: Park at the Primary 3 dismissal gate and sign your child out from the P3 classroom or playground.

Policies:

- Students remaining after dismissal time will be placed in Extended-Care and are subject to fees.
- Students are not permitted to wait for late pick-up outside or in the office
- Extended-Care is not offered on scheduled school half-days.

Fees:

Charges **will** apply for After-Care if:

- The student has a sibling in Study Hall or after school activities
- The student is not picked up promptly from after school activities

Charges will **not** apply for After-Care if:

- The student is waiting for a club/activity to begin
- The student has an older sibling that has a later dismissal time
- The parent has a planned parent/teacher meeting
- Occasional Use: After-Care is a flat fee of \$10.00/day and is payable at that time.
- Annual Extended-Care: for frequent users. See the Enrollment Form for prices.
- Students not picked up by 6:00pm will be charged a late pick-up charge of \$1.00 per minute, and is payable to the After-Care staff at that time. If you are running late please call the school: 727-596-1902 or 727-244-0926



Study Hall

Students in grades 4-8 have use of a daily Study Hall from 3:45-5:00pm. This is a quiet, independent work time for students with a teacher advisor. Participation in Study Hall is free of charge to Upper School families in good standing. It is a privilege and appropriate study behavior is mandatory. Out of respect for students trying to get their work done, any student not in compliance will be removed from Study Hall and placed in Extended-Care, where After-School Care fees of \$10.00 per day will apply.

No enrollment is necessary; please let your student's teacher know if Study Hall will be utilized.

- Students are released from Study Hall by calling or stopping in the office. Students will be sent to your car by the dismissal gate. To prevent disruption, please do not enter the Upper School Bldg. during Study Hall.
- Younger siblings of upper school students in Study Hall that stay in extended care are subject to fees.
- Upper School students in Study Hall will be sent to After-Care if not picked-up promptly by 5:00pm. Extended-Care fees of \$10.00 per day will apply to these students.
- Extended-Care is located in the Primary 3 Classroom and Playground from 5:00pm - 6:00pm.
- Students not picked up by 6:00pm from Extended-Care will be charged a late pick-up charge of \$1.00 per minute until they are signed out by their parents. If you are running late please call the school to inform the Extended-Care staff.

The Extended-Care direct line is **727-244-0926**.



2011-2012 Extended-Care Plan Enrollment

Occasional Extended-Care

The occasional user is a child who stays less than 2-3 times per week. Unplanned events, work emergencies and traffic happen! Your child is always welcome in Extended-Care when situations arise. If you usually pick up your child at dismissal & know you will be late, please contact the front office (596-1902) or the Extended-Care line (244-0926) as soon as you become aware that Extended-Care is needed. Payment is due at the time of service.

The flat fee for Occasional Extended-Care is:

- \$7.00 per day for Before-Care
- \$10.00 per day for After-Care

No sign-up is required for Occasional Extended-Care, however, to aid us in staffing and to help us better serve your child's needs, please check Occasional Extended Care below and sign if you anticipate any regular days your child will be in Extended-Care. (ie: every Friday)

Occasional Extended-Care: indicate anticipated days: _____

Annual Extended-Care

The Annual Extended-Care program is designed for students who will use Extended-Care consistently throughout the school year.

To enroll in the Annual Extended-Care plan, select from the following:

- Morning only:** (1) Annual payment: \$700.00
 (10) Monthly payments of \$75.00
- Afternoon only:** (1) Annual payment: \$1,000.00
 (10) Monthly payments of \$ 110.00
- Morning/Afternoon:** (1) Annual payment: \$1,500.00
 (10) Monthly payments of \$160.00

The annual payment is due by the first day of school. The ten monthly payments are due the 1st of the month starting August and ending in May. Payments will be billed with your tuition statement based on the tuition payment plan you have already chosen. The Extended-Care Plan is applied to regular school days only. Day Camps & scheduled half-days are additional and not covered by the Annual Extended-Care Plan.

Student's Name _____ Class _____

Parent's Name _____
(Print)

(Signature) Date _____