



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.





Early-Morning Program

As the children arrive they are welcomed into the school by our early morning staff. There is time to prepare for the day by relaxing with a book, do an art project, play a game, or socialize with friends. Your child is welcome to bring along a light breakfast snack, as well. Before-Care begins at 7:00am until morning classroom arrival time.

Drop off procedures are as follows:

Upper School

- 7:00 - 7:45am: Please escort your student to Cottage 3.
(Reminder: there is a charge of \$7.00 per day for Before-Care for any Upper School student who is dropped off before the regular morning arrival time.)

Lower Elementary

- 7:00 - 8:00am: Please escort your student to Cottage 3.
- *Reminder: there is a charge of \$7.00 per day for Before-Care for any Lower Elementary student who is dropped off before the regular morning arrival time.

Primary Students

- 7:00 - 8:45am-Please escort your student to Cottage 3.
- *Reminder: there is a charge of \$7.00 per day for Before-Care for any Primary student who is dropped off before the regular morning arrival time.

Pre-Primary Students

- 7:30 - 9:00am-Please escort your student to the Pre-Primary classroom.
- *Reminder: there is a charge of \$7.00 per day for Before-Care for any Pre-Primary student who is dropped off before the regular morning arrival time of 9:00am - 9:10am.

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 parent or supervision prior to arrival time.
- No pre-registration is necessary; if possible, please ask the office to add your student to the Before-Care roster.
- Before-Care is a flat fee of \$7.00 per day for Occasional use.
- 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.



Afternoon-Care Program

Many of our students remain for After-School Care until their parents get off from work. The children have an opportunity to enjoy playground time with their friends (weather permitting), and then moves into Cottage 3 for games and activities, where a snack will be served daily. Art projects and games are prepared and supervised by our capable After-Care staff. The children never want to go home!

Extended-Care begins at the end of dismissal time and runs until 6:00 pm

Primary dismissal	3:00pm - 3:15pm
Lower Elementary	2:45pm - 3:00pm
Upper School	3:30pm - 3:45pm

- Students are not permitted to wander campus or wait outside without parent or teacher supervision.
- Children will **not** be charged for After -Care if:
 - They are waiting for a club/activity to begin. (Siblings who do not participate in clubs/activities **will** be charged for After-Care time.)
 - The Student has an older sibling that has a later dismissal time.
- Students with siblings in Study Hall **will** be charged for After-Care.
- Students that are not picked up from their club activities will be sent to After-Care, where Extended-Care fees will apply.
- If you arrive after the scheduled dismissal time, please park your car and sign your child out of Extended-Care.
- Extended-Care is not offered on scheduled school half-days. Please check the web site for Day Camps.
- After-Care is a flat fee of \$7.00 per day.
- Frequent users may sign up for Annual Extended-Care. Please see the Extended-Care Plan Enrollment Form for more information.
- Students not picked up by 6:00pm 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.

Extended-Care can be reached on their direct line at 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 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. After-School Care fees of \$7.00 per day will be charged.

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

- Students picked up from Study Hall must be signed out by an authorized adult.
- Upper School students in Study Hall will be sent to After-Care if not picked-up promptly by 5:00pm. Extended-Care fees of \$7.00 per day will apply to these students.
- 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**.



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 may be made in the front office at any time.

The flat fee for Occasional Extended-Care is:

- \$7.00 per day for Before-Care
- \$7.00 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)

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, complete the following:

- Morning only:** (1) Annual payment: \$690.00
 (10) Monthly payments of \$75.00
- Afternoon only:** (1) Annual payment: \$690.00
 (10) Monthly payments of \$ 75.00
- Morning/Afternoon:** (1) Annual payment: \$1190.00
 (10) Monthly payments of \$130.00

The annual payment is due August 1st. 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 _____

Occasional Extended-Care: indicate anticipated days: _____

Annual Extended-Care: please check desired plan above

Parent's Name _____
(Print)

(Signature) Date _____