

ST. CHARLES EXTENDED CARE/HOMEWORK CENTER INFORMATION

<u>HOURS OF OPERATION/</u>	6:45 A.M. - 8:00 A.M.	K - 8	\$5.00/hour	Multi-Purpose Room
<u>FEE SCHEDULE:</u>	6:45 A.M. - 8:30 A.M.	Preschool	\$5.00/hour	Preschool Room
	3:10 P.M. - 5:30 P.M.	PS - 8	\$5.00/hour	Multi-Purpose Room/ Preschool Room

Annual Registration Fee - \$45.00 per family

All charges are pro-rated to the minute. Billing is through Kinderlime and payment may be made through FACTS.

DAYS OF OPERATION: Extended Care operates only when school is in session. In the case of a two-hour delay, morning care will open at 8:45am. Afternoon care is not provided on scheduled half days or in case of unscheduled early closings.

DROP OFF/ PICK-UP: Extended Care will meet in the Multi-Purpose Room for K-8, Preschoolers in morning care meet in the Preschool by the Daycare. Please enter and leave through the main entrance. Children in grades 3 through 8 may sign themselves in when they arrive in the morning. All younger children should be brought in and signed in by a parent.

ALL CHILDREN MUST BE SIGNED OUT BY AN ADULT AND BE PICKED UP NO LATER THAN 6PM.

HOMEWORK CENTER The Homework Center, offering a quiet place for students in grades 3 through 8 to do homework with assistance available from faculty and staff members, is part of the Extended Care program. To attend Homework Center, a student must be registered for Extended Care. Students should sign into Extended Care when the afternoon dismissal bell rings, have a snack, and proceed to the Homework Center room at 3:30. Students return to the multi-purpose room when they finish their homework or when the Homework Center closes at 4:30.

REGISTRATION: A completed registration form is required for each child before service can be provided. A \$45.00 fee (non-refundable) **per family** registration fee will be billed through FACTS.

BILLING & PAYMENT: Billing is through the Kinderlime program. Each family will receive a monthly bill via email. Payment for each child must be received within 15 days after billing the following month service is provided. **The preferred method of payment is auto withdrawal through FACTS.** There is an option to choose that method when registering your children for school through the FACTS online registration portal. Otherwise, parents should make a check to **St. Charles School** or have the exact amount due in cash. **Parents who are in arrears more than 30 days will be subject to having Extended Care services curtailed or suspended at the discretion of the principal for non-payment of delinquent accounts.**

LATE PICK-UP FEES: Parents arriving late to pick up children will be charged a late fee of **\$1.00 per late minute beginning at 6:00 p.m.**

CLOSINGS & DELAYS When school is closed for scheduled or unscheduled reasons, Extended Care will also be closed. This program is designed to meet your childcare needs during the regularly scheduled school day. Parents should have other arrangements ready in the event of school closings. In the event of a 2-hour morning delay, extended care will open at 8:45am. For the safety of all, the school reserves the right to close after-school care early in the case of a snow storm or other extenuating circumstances.

SCHEDULE:

- 6:45 a.m. - Children arrive - participate in free choice activity, games and manipulatives.
- 6:45 a.m. - 8:30 a.m. Preschool Extended Care
- 8:00 a.m. - Depart for morning playground supervision.
- 3:10 p.m. - Children arrive - free choice activity, games, manipulatives, snack.
- 3:30 p.m. - Outside play or Homework Center (grades 3 through 8) Bus riders living in Binford/Rogers district walked to bus stop.
- 3:30 p.m. - 6:00pm Free choice activity - games, arts, manipulatives, homework.
- 6:00 p.m. - Close.