

ALTUS PUBLIC SCHOOLS
EXTENDED – DAY PROGRAM
POLICIES FOR PARENTS

2016-2017

OVERVIEW

The Extended –Day Child Care Program is available for school-age children (Grades Pre K-6) who are currently enrolled in the Altus School System.

Activity may range from recreation and games to arts and crafts, reading, music, time to finish school assignments, tutoring, computers, movies, and just free time for the child to pursue their favorite interest.

We strive for a low child/adult ratio.

CALENDAR

The Extended –Day Child Care Program will be open the first day of school (August 9, 2016) and is tentatively scheduled to run through the last day of school. This however is contingent upon enrollment and will have to be looked at on a school by school basis to determine if it is economically feasible to continue the program.

The program will serve children only during scheduled school days. On days the schools are closed, **including Parent/Teacher Conference days** and inclement weather days, the Extended –Day Child Program will be closed. In the event of unforeseen closings, the school site will notify the participants.

The Extended –Day Child Care Program Hours are 3:15 to 5:45

RATES AND PAYMENT POLICY

A payment will be due each month of the school year, according to the payment schedule, on the first school day of the month. If a child misses school due to illness or other cases, the full monthly payments will still be due each month. Fees are not prorated for absences. A late fee may be charged for payment after the 5th of the month. **The monthly rate for student one is \$70, student two is \$116, student three is \$156, and student four is \$192.** Drop-in students may be accepted on a space available basis for those parents needing occasional assistance at \$10.00 per day plus any late charges to be paid at time of pick up.

SNACKS

Nutritional snacks will be provided after school at no additional charge.

DISCIPLINE AND TERMINATION

Children are entitled to a pleasant and harmonious atmosphere. Unacceptable behavior will be cause for dismissal from the service. Refunds will not be made. If a child is chronically disruptive to the functioning of the program, his/her enrollment may be terminated upon the recommendation of the staff after reasonable effort to integrate the child into the program after consulting the Principal, the parent(s) and the child care coordinator. A written notification of termination will be given to the parents five school days prior to the termination.

A child's participation may be terminated if a child is regularly picked up after the 5:45 p.m. closing of the

EMERGENCY PROCEDURES

Each pupil enrolled in this service must have emergency information on file. This is to include the names of those adults to whom the child may be released. Attendants will keep complete emergency information files at all times.

TAX CREDITS

Parents should be aware that they may claim tax credits for child care expenses. It is recommended that parents save receipts from the Extended –Day Care Program for their IRS records.

ADDITIONAL INFORMATION

More information about the Extended – Day Child Care Program may be obtained by contacting the Child Care Director at each school or by calling the Assistant Superintendent.

LATE PICKUP CHARGE SCHEDULE

The Extended – Day Child Care Program incurs an additional expense when a teacher remains late because parents are not on time to pick up their children. Parents (or persons approved by the parents) are expected to be at the school at or before 5:45 p.m. to pick up their children.

PER DAY

LATE PICK UP TIME ADDITIONAL CHARGE

5:46-6:00 \$10.00

6:01-6:15 \$15.00

6:16-6:30 \$20.00

\$10.00 per 10 minutes for each succeeding 10 minute period

When a parent is going to be late, a telephone call to the school will be appreciated: however, a late charge will still be assessed.

Child care services may be withdrawn after three overtime charges apply.

DISCONTINUATION OF THE SERVICE

Parents wishing to discontinue this service must provide a statement in writing at least two weeks prior to the discontinuation of this service. Parents comply with this provision will have any unused fee refunded.