



**Anderson Public School**

Home of the Trojans!  
Be Kind, Be Honest, Be your Best



## Extended Child Care Program

In order to help meet the needs of busy families, Anderson Public School offers a Before and Aftercare program. The Before Care program has a drop off time of 7:00am and the Aftercare program begins when the school day ends with a pick up time for parents/guardians of no later than 5:30pm.

This convenient program offers a safe environment for children in Pre-K through grade 8. Snacks are provided after school. Daily activities will be planned outdoors (as weather permits), in a pre-determined classroom or in the old gym.

Anderson’s offering of this program is not guaranteed. Anderson will decide yearly if it will or will not offer this program based on community demand/needs and staffing availability.

### Offerings:

Anderson offers three different types of Extended Care.

1. Full-time enrollment is for students attending 4-5 days per week.
2. Part-time enrollment is for students attending 2-3 days per week.
3. Once a Week enrollment is for students attending 1 day per week.
4. Scheduled Day Enrollment is available to students attending Extended Care 1 day per month or up to a maximum of 10 days per school year. This service is paid in full and in advance of services being rendered. This option is fully refundable should no services be utilized during the school year.

In order to ensure that the program is properly staffed each day, drop-in Extended Care is not available. All students must be enrolled in one of the offered Extended Care enrollment plans prior to attending.

### Pricing:

	<b>Before Care Only</b>	<b>Aftercare Only</b>
<b>Full-Time Monthly</b>	\$100.00	\$215.00
<b>Part-Time Monthly</b>	\$75.00	\$150.00
<b>Once a Week Monthly</b>	\$40.00	\$90.00
<b>Scheduled Day Enrollment Annual</b>	\$60.00	\$130.00



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The Extended Child Care program bills monthly, ***in advance***. Your monthly invoiced amount is calculated by averaging the total amount of school days in the year out over 10 months.

### Payment Policy

- All fees are due prior to service. A \$5.00 per day late fee is assessed for payments that are more than three days late.
- Those with overdue fees (five school days) will not be eligible for continued participation until balances are paid in full.
- There is no reduced rate or refund for children who are ill or absent. If a child has an extended illness (two weeks+), please contact the Extended Care Director to discuss financial arrangements.
- The number of school days in the year was averaged out over 10 months. All breaks and scheduled non-school days have been pre calculated in our monthly invoicing to avoid prorated month invoices (no adjustment to invoices will be made for school closures due to weather or other unforeseen circumstances).

### Register for Extended Child Care

- A completed registration form must be completed and on file prior to participation in this program.
- A minimum of three (3) emergency contacts must be provided.
- Invoices will be provided monthly and payments are to be made by the 1<sup>st</sup> day of each month. August payment is due at the time of enrollment.

### Non-School Days

The Extended Child Care Program is closed when school is not in session due to holidays, school breaks, etc. The Extended Child Care Program is closed when the school is closed due to weather or other unforeseen circumstances.

### Policy & Procedures

- Children must be picked up no later than 5:30pm.
- Please sign your child out daily (Aftercare only).
- For any child picked up after 5:30pm, a late charge of \$1.00 per minute will be assessed.
- After three late pickups by parents/guardians, children may not be permitted to attend afterschool care.



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- In the event a child is not picked up by 5:45pm, and Extended Care staff has not received communication from parents/guardians, the proper authorities will be notified that the child has been abandoned.
- A registration form will be required for each student attending Extended Care.

### Guidance and Discipline

- The program will provide a safe, fun environment to students who need after school care.
- All school policies will be followed during Extended Care hours.
- Students who are in the Extended Care Program must be able to take care of their own personal needs.
- The Extended Care Director may remove a student from the program who is unable to cooperate with staff and/or other students or who is destructive to property.

Discipline procedures are as follows:

- 1<sup>st</sup> infraction: Time Out
- 2<sup>nd</sup> infraction: Contact Parent/Guardian
- 3<sup>rd</sup> infraction: Removal from the program

### Emergency Procedures

In case of severe injury or acute illness, 911 will be called and the parent/guardian will be contacted immediately using the contact information provided on file.

### For More Information

If you have additional questions about the Extended Care program, please contact the Extended Care Director, Jessica Lesser at: [jlless@andersontrojans.org](mailto:jlless@andersontrojans.org)