



# Extended Care Policy

---

**EXTENDED CARE: Morning: PK – 5th; Afternoon :PK – 8th**

**Extended Care Hours:** Morning: 7:15 – 8:00 a.m.  
Afternoon: 3:15 – 5:30 p.m.

<b>Rates:</b>	Pre-registered Rate	Unregistered
Morning	\$2.00	\$3.00
Afternoon	\$5.50	\$7.50

The multipurpose room is available to US students M-F from 7:20 AM to 8:00 AM at no charge. In addition, there is no charge for LS students who have siblings in US and arrive after 7:45 a.m. Please be sure that a staff worker is in the building to receive your child when you drop your child off for Morning Care. No child is to be left in the building unattended or wandering around the building.

**Registration Procedures:** Registration forms will be available by the 17th of each month in the front offices, distributed during morning and afternoon care and are posted on SCS’s website. You must register and pay in advance for the days your child will be attending for the upcoming month. Extended Care registrations and payments are to be returned by the 27th of each month to your child’s teacher, the Extended Care Director or either front office. If the 27th falls on a Saturday or Sunday the forms will be due on the next school day. Forms that are turned in after this deadline will be considered late and you will be charged an unregistered daily rate for the upcoming month.

**Late Pick-up Policy:** Parents who arrive after 5:30 PM will be charged \$1.00 per minute. The charge will be added to your monthly statement.

**Emergency Registration / Cancellation Policy:** Circumstances beyond control sometimes require last minute changes in registration or cancellation. To receive the “registered” rate, notification shall be made by 12 noon on the day of the requested registration. In addition, the registration fee will be waived if notification for cancellation is made by 12 noon on the day of the cancellation. In either event, the request shall be made to the extended care director.

**Weather Policy:** In the event of a school delay, morning extended care will be delayed by the same amount of time as the announced delay. In the event of early dismissal due to weather, there will be no extended care provided. Parents will be expected to pick up their children at the announced time.