



Extended Care Procedures 2022-23

Extended Care is a service to families who need childcare beyond the school day. Extended Care is offered to Lower School students (18 months - 5th Grade) after school until 5:30 pm each day. Extended Care for Toddlers through PreK-4 is held at the SCS Early Learning Center and K-5th is in the Nehemiah Building on the main campus. Extended Care is not offered on minimum days. Pre-registration and pre-payment are required on a monthly basis, or for the full year; we are unable to accept unregistered, drop-in attendance in the Extended Care Program. In order to maintain compliance to staffing requirements held by the Maryland Office of Childcare, space is limited and spots will be filled on a first come, first served basis. By registering for the month, parents secure their child's spot for the whole month, regardless of how many days throughout the month they may utilize the service. There will be one standardized monthly rate. Each student must be registered individually; "spots" may not be shared between students.

Registration & Payment Procedures: Registration will be made available online via Family ID and a link will be posted in *The Weekly*. The registration window for the following month will be from approximately the 1st of the month through the 10th of the month; exact dates will be included on the SCS School Calendar. Payment can be made via automatic draft, credit card, or check. Check payments must be submitted to the Extended Care Coordinator by the 15th of the month or the child's spot will be forfeited and the child will not be permitted to attend for the upcoming month. Families may also opt to register and secure a spot in Extended Care by paying for the full year, with a 1% discount, in August or by committing to the continuous draft taken on approximately the 20th of every month August through May.

Should all Extended Care spots become filled in a particular grade-level, a waiting list will be established. All online registrations are timestamped, and will be prioritized on a first come, first served basis.

Cost: For clarity and simplicity a consistent monthly Extended Care cost has been calculated, based on the average number of school days in each month. May and June will be combined as one month.

Monthly: \$150 (due the 15th of the prior month)

In order to receive a 1% discount and secure a spot in Extended Care for the entire year, families may choose to pay the full annual amount for the program. This payment is non-refundable.

Annual: \$1,336 (due by August 15 of each year)

Program Procedures: Students who are registered for Extended Care and not picked up by a parent by the end of dismissal each day (3:30 pm) will be taken to Extended Care. They will be provided with a snack, play games and toys with peers and staff, and enjoy free-play both indoors and outside on the playground until picked up. Parents must sign students out with an Extended Care staff member at pick-up.

Late Pick-up Policy: Parents who arrive after 5:30 pm will be charged \$1.00 per minute. This will be drafted or billed through the Business Office. Every late pick-up will be documented and signed by both the parent and the Extended Care Coordinator. After the 4th late pick-up, the family will forfeit the privilege of using Extended Care services. Payments already made are nonrefundable. The consequences for continual late pick-up are as follows:

- 1st late pick-up: documentation, verbal reminder, and account billed
- 2nd late pick-up: documentation, phone call from the LS Principal, and account billed
- 3rd late pick-up: documentation, in-person meeting with LS Principal and Extended Care Coordinator, and account billed.
- 4th late pick-up: documentation and loss of the privilege to use Extended Care services

Cancellation Policy: Families who elect to pay for the full year up front or enroll in the continuous draft option are committing to a full year regardless of how many days of Extended Care are used. Cancellations to the continuous draft are not permitted, except in extenuating circumstances at the discretion of the LS Principal. Families who register on a monthly basis but do not complete the registration and payment by the listed due dates will be assumed as declining Extended Care services for the following month.

Staffing and Volunteer Policy: The Extended Care program employs college students and adults pursuing their bachelor's degree in education to serve as "Teachers" and at times, high school students, to serve as "Aides." SCS high school students in need of volunteer hours may work in the Extended Care program to earn Community Service Hours for graduation. All staff and volunteers work under the Extended Care Coordinator and must fill out an SCS Staff Application and/or Volunteer Application, be interviewed, and complete a background check.

Conduct and Discipline Policy: SCS is committed to providing a safe and positive environment for children. To ensure this, children and parents are expected to immediately report any personal offenses or threatening situations to the Coordinator. Extended Care will follow all policies established in the SCS Parent/Student Handbook. Discipline measures may include: verbal warning, time out, loss of privileges, phone call to parent, parent conference, or suspension from the Extended Care program. Refunds will not be issued for disciplinary suspension.

Personal Belongings: SCS Extended Care will not be held responsible for lost, stolen, or damaged items. Children should not bring personal items that cannot be replaced.

Cell Phone and Personal Device Policy: As per the SCS Parent/Student Handbook, the use of personal devices for Lower School students is not permitted. School-issued device use will be at the discretion of the Extended Care staff.

Pet Policy: No pets of any kind are permitted inside the school building during Extended Care program hours.

Weather Policy: In the event of an unexpected early dismissal for inclement weather or any other unforeseen circumstances, there will be no Extended Care provided. Parents will be expected to pick up their children at the announced time. Additionally, refunds will not be issued for days school is closed due to inclement weather or any other unforeseen emergency or situation.