



Extended Day Parent Guide 2023-2024

The Extended Day program is a childcare service offered to Early Childhood, Lower School, and Middle School students before and after regular school hours. During this extended time of the school day, students will engage in a variety of group and individual activities, arts and crafts, free play, homework time, and more. Care may be utilized in two ways:

OPTION 1: Semester Enrollment

Availability is limited per grade level and will be filled on a first come, first reserve basis. By committing to the semester you will receive a 10% discount on the daily rate. A spot will be reserved daily and may be utilized as needed. However, tuition will not be prorated for absences. **Students enrolled for the semester are required to have incidentals expenses set up for auto-draft through FACTS no later than August 16, 2023. Failure to do so will result in your enrollment being forfeited.** For FACTS assistance, please contact Laura.ford@pulaskiacademy.org.

Fall semester: August 16- December 19 (80 school days): **\$1,008** *10% discount included*

- \$252 will be invoiced through FACTS on/around the 15th of Sep, Oct, Nov, and Dec.
- Open enrollment for the Fall semester will open at 8:00 am on Monday, August 7. Registration will close on Tuesday, August 15, or when the max enrollment is met.
- Students enrolled for the Fall semester will automatically roll over to the Spring semester unless a withdrawal request is received during the Spring open enrollment period.

Spring semester: January 4- May 23 (92 school days): **\$1,159.20** *10% discount included*

- \$231.84 invoiced through FACTS on/around the 15th of Jan, Feb, Mar, Apr, and May.
- The open enrollment period for the Spring semester will begin at 8:00 am on Friday, December 1. Registration will close on Friday, December 15, or when the max enrollment is met.
- **PLEASE NOTE:** New enrollment availability for the Spring semester will be determined by the amount of withdrawal requests that are received through the Fall semester. **Therefore, Spring semester availability is NOT guaranteed.**

Semester Withdrawal Request

Semester withdrawal request received outside of the open enrollment period will result in a \$75 per child withdrawal fee to be accessed. This fee will be billed through your FACTS account on the day the request is received.

OPTION 2: Drop-in Care

A designated number of spots will be available for drop-in care weekly. Daily drop-in availability is limited per grade level and is **NOT** guaranteed. Please keep this in mind when requesting last minute care.

- **Registered drop-in:** \$14.00 per day *No additional discounts apply.
 - Registered drop-ins are those who have confirmed availability **with the Director** prior to attending.
- **Unregistered drop-in:** \$20 per day *No additional discounts apply.
 - Unregistered drop-ins are those who have NOT confirmed availability **with the Director** prior to attending.
- Fees will be invoiced through your FACTS account on/around the 15th of each month.

HOW TO REGISTER

- **Semester enrollment:** Semester enrollment will open at 8:00 am on Monday, August 7. At that time, an email will be sent that will include the link to register. Registrations will be processed in the order they are

received. Registration for each grade level will close on August 15 or when maximum enrollment is reached. **If you will be utilizing drop-in care, please do not register via this process.**

- **Drop-in care:** Drop-in care may be scheduled in advance for the Fall semester beginning at 8:00 am on Monday, August 7. Requests should be emailed to tanasha.baker@pulaskiacademy.org and will be processed in the order they are received. Otherwise, daily availability may be confirmed as needed by emailing or calling the Director throughout the school year.

Division Logistics

Service	Location	Hours	Special Notes
Early Morning Care <i>Available on a drop-in basis for Cubs-4th grade students only.</i>	ECS: ECS 201 LS: LS 136	7:00 am - 7:35 am	ECS: Parents must escort their student through the main ECS entrance and sign in upstairs. A door code will be required to enter the building. LS: Parents must escort their student through the backdoor in the LS carpool circle. A door code will be required to enter the building.
Afterschool Care <i>Available full-time for the semester or on a drop-in basis for Cubs-8th grade students only.</i>	ECS: Connor Performing Arts Building (North front lobby entrance) Grades 1 & 2: LS 242 (upstairs) Grades 3 & 4: LS 241 (upstairs) Grades 5 - 8: MS 8	3:05 pm - 6:00 pm	A daily snack and water bottle should be parent provided. Students may bring a gallon bag filled with snacks to leave in their Extended Day classroom. This bag will be sent home to refill when it is empty. ECS pickup: Parents will enter through the North entrance of the Connor Performing Arts Building (CPAC); entrance C on Hinson Road. Parking should be utilized in front of the ECS playground. A door code will be required to enter the building. LS pickup: Parents will enter through the left-hand side doors in the Lower School carpool circle; entrance C on Hinson Road. A door code will be required to enter the building MS pickup: Parents may park in front of the main entrance to the Middle School building for pickup; entrance E on Hinson Road. Please call/text your child when you arrive and we will send him/her out to the curb. If your child does not have a phone, please call/text the supervising teacher. The teacher's contact information will be provided to registered families by the Director.

General Program Information:

- Childcare is available each school day in accordance with the school calendar. Childcare is not available on holiday breaks, days that school is closed, or closes early due to inclement weather, teacher in-service days, or parent-teacher conference days.
- Students must be registered for the semester or confirmed drop-in availability with the Director prior to attending. **PLEASE NOTE: Unregistered care is \$20 for students who attend and fail to follow this process.**
- If your child will be absent on a reserved date of attendance, please let the Director know so your spot can be opened to someone on the waitlist.
- A door code will be required to enter the building, and will be provided to registered families by the Director.
- Students will not be released to anyone who is not on the authorized pick-up list without prior approval. Photo identification will be required before the student is released.

- A late fee of \$1.00 per minute will be applied for each student that remains after 6:00 pm. After five late pickups in a semester, this fee increases to \$5 per minute. Please contact the Director at 501-317-0872 if special circumstances are unavoidable.
- Students participating in Extended Day and an Afterschool Extras class on the same day will receive a \$5 credit toward their daily rate.

Payment Policy:

- Students enrolled full-time for the semester are required to have incidentals expenses set up for auto-draft through FACTS **no later than Wednesday, August 16**. Failure to do so will result in your enrollment being forfeited.
- Attendance will be invoiced through your FACTS account on/around the 15th of each month.
- Payment in full is due within ten days of the invoice being posted. A \$30.00 late fee will be applied if payment is not received by the due date.
- Accounts that become delinquent by 30 days or more are subject to services being suspended until the balance is paid in full. If special circumstances arise, please contact the Director.

Daily Schedules:

While we do our best to remain on the schedule, special circumstances occasionally arise that require us to vary for our routine. In the event you have trouble locating your child after school, please contact the Director at 501-317-0872.

ECS: Cubs-PK3

3:00 - 3:15 - Dismissal/transition to ECS 201
 3:15 - 3:35 - Snack
 3:35 - 3:50 - Bathroom breaks
 3:50 - 4:30 - Outdoor recess (weather permitting)
 4:30 - 4:40 - Transition to CPAC classroom
 4:40 - 5:15 - Theme-related activities/crafts
 5:15 - 6:00 - Free play/centers/

ECS: PK4-Kindergarten

3:00 - 3:10 - Dismissal/transition to ECS playground
 3:10 - 3:50 - Outdoor recess (weather permitting)
 3:50 - 4:00 - Transition to CPAC classroom
 4:00 - 4:20 - Snack
 4:20 - 5:00 - Theme-related activities/crafts
 5:00 - 5:45 - Free & center play
 5:45 - 6:00 - Clean up/d dismissal

LS: 1st - 4th Grade

3:05 - 3:30 - Homework/reading/brain busters
 3:30 - 4:00 - Group games/activities
 4:00 - 4:15 - Snack
 4:15 - 5:15 - Recess
 5:15 - 6:00 - CPAC Lobby for dismissal

MS: 5th - 8th Grade

3:10 - 3:30 - Transition from classrooms/check-in
 3:30 - 4:30 - Homework/quiet time
 4:30 - 5:30 - Free time
 5:45 - 6:00 - Closing procedures

We look forward to the opportunity to have your child in Extended Day this year! Should you have any questions or concerns, please do not hesitate to reach out.

Tanisha Baker

Director of After School Programs & Summer at the Academy

tanisha.baker@pulaskiacademy.org

501-604-1920 OFFICE

501-317-0872 CELL