



Extended Day Information Guide

The Extended Day program is an after school childcare service offered to students in our Cubs program through eighth grade. During this extended time of the school day, students will engage in a variety of group and individual themed activities, arts and crafts, and free play to further enhance their school experience. Care may be utilized in two ways:

Option 1: Semester enrollment

By committing to a semester you will receive a 10% discount on the daily rate. Care may be utilized on a drop in basis, however tuition will not be prorated for absences.

- Fall semester, August 17- December 17 (80 school days): \$1,008 **10% discount included**
 - \$252 invoiced through FACTS on the 15th of Sep., Oct., Nov., and Dec.
 - **The open enrollment period for the Fall semester is August 1-16, or until max enrollment is reached, only.**
- Spring semester, January 3- May 26 (95 school days): \$1,197 **10% discount included**
 - \$239.40 invoiced through FACTS on the 15th of Jan., Feb., Mar., Apr., and May.
 - **The open enrollment period for the Spring semester is December 1-17, or until max enrollment is reached, only.**
 - Those who are enrolled for the Fall semester will automatically rollover to the Spring semester unless a withdrawal is requested during the Spring open enrollment period.

Option 2: Drop-in Care

Any remaining unfilled spots will be available for drop-in 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 the 15th of each month.

HOW TO REGISTER

- Semester enrollment: During the enrollment period, email Tanesha Baker with your child's name and grade.
- Drop-in care: Email Tanesha Baker to check daily availability as needed. Availability day-to-day is not guaranteed.

If you have any questions, please do not hesitate to reach out.

Tanesha Baker

Director of Extended Day & After School Extras

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501-604-1920 OFFICE

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Division Logistics

| Service | Location | Availability | Student Grade Range | Special Notes | Pricing |
|--|---|--|---|--|---|
| <p>Early Morning Care</p> <p>Available on a drop in basis.</p> | <p>ECS: ECS 101</p> <p>LS: LS 136</p> <p>MS: No availability</p> | 7:00am - 7:35am | <p>Cubs</p> <p>PK3</p> <p>PK4</p> <p>Kindergarten</p> <p>1st Grade</p> <p>2nd Grade</p> <p>3rd Grade</p> <p>4th Grade</p> | <p>ECS: Parents must escort their student through the main ECS entrance and sign in.</p> <p>LS: Parents must enter through the backdoor in the LS carpool circle.</p> | <p>\$4.00 per day</p> <p>*No additional discounts apply</p> |
| <p>Half-Day Extended Day</p> <p>Session 1: Available on a drop in basis</p> <p>Session 2: Available on a drop in basis</p> | <p>Session 1: ECS 201</p> <p>Session 2: Lower level classrooms in the Lower School Building</p> | <p>Session 1: 11:30am - 3:05pm</p> <p>Session 2: 3:05pm - 6:00pm</p> | <p>PK3 ½ Day</p> <p>PK4 ½ Day</p> | <p>Session 1: Pick up in the carpool line or with the ECS receptionist</p> <p>Session 2: Enter under the skybridge between the LS and CPAC using the door code provided.</p> | <p>Session 1: \$14.00 per day *No additional discounts apply</p> <p>Session 2: \$14.00 per day *No additional discounts apply</p> <p>Unregistered drop-in: \$20 per day *No additional discounts apply</p> |
| <p>After-School Care</p> <p>Available for semester enrollment or drop in care</p> | <p>ECS: Lower level classrooms in the Lower School Building</p> <p>Grades 1 & 2: LS 237</p> <p>Grades 3 & 4: LS Library</p> <p>Grades 5 - 8: MS 8</p> | 3:05pm - 6:00pm | <p>Cubs</p> <p>PK3</p> <p>PK4</p> <p>Kindergarten</p> <p>1st Grade</p> <p>2nd Grade</p> <p>3rd Grade</p> <p>4th Grade</p> <p>5th Grade</p> <p>6th Grade</p> <p>7th Grade</p> <p>8th Grade</p> | <p>ECS and LS pick up location: Under the breezeway between the LS and CPAC using the door code provided</p> <p>MS pick up location: MS front lobby entrance</p> | <p>Fall semester: \$1,008 *includes 10% discount*</p> <p>Spring semester: \$1,197 *includes 10% discount*</p> <p>Registered drop-in: \$14.00 per day *No additional discounts apply</p> <p>Unregistered drop-in: \$20 per day *No additional discounts apply</p> |

General Policies:

- Students must be registered for the semester or confirmed drop-in availability prior to attending.
- A 5-digit door entry code will be provided for pick up access. **Please contact the Director for the code.**
- 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 student release.
- A late fee of \$1.00 per minute will be applied for each student that remains after 6:00pm. Please contact the Director if special circumstances are unavoidable.
- Care options are available each school day in accordance with the academic calendar.
- Care is not available on days that school is closed due to inclement weather, teacher workdays, or parent-teacher conference days.

Payment Policy:

Attendance will be invoiced on the 15th of each month. Payment is due within ten days. A \$30.00 late fee will be applied if payment is not received upon the due date. Delinquent accounts of 30 days or more are subject to services being suspended until the balance is paid in full.

Daily Schedules:

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|--|---|
| <u>½ Day PK3 and PK4</u> 11:30 - 11:35 - Transition from classrooms 11:35 - 12:05 - Lunch 12:15 - 1:30 - Story/rest 1:30 - 1:40 - Clean up/restroom break 1:40 - 2:10 - Recess 2:10 - 2:30 - Themed related activities 2:30 - 2:50 - Snack 2:50 - 3:05 - Closing circle & carpool | SPECIAL NOTES for ½ Day Students: <ul style="list-style-type: none">• Microwaves are not available for student use• Nap mats are provided• One small blanket and one crib size sheet must be provided for each student.• Nap materials will be sent home on Friday and should be returned the following week.• Pick up via the carpool line or with the ECS receptionist |
| <u>Cubs-Kindergarten:</u> 2:50 - 3:00 - Dismissal & transition to recess 3:00 - 4:00 - Recess 4:00 - 4:15 - Transition to LS classroom 4:15 - 4:30 - Snack 4:30 - 5:00 - Theme related activities 5:00 - 6:00 - Free & center play/closing procedures | <u>1st - 4th Grades:</u> 3:05 - 4:00 - Homework/theme related activities 4:00 - 4:20 - Snack 4:20 - 5:20 - Recess 5:20 - 5:30 - Transition to CPAC lobby 5:30 - 6:00 - Free play/closing procedures |
| <u>5th - 8th Grades:</u> 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 | SPECIAL NOTES for Full Day Students: <ul style="list-style-type: none">• One snack must be provided daily. Students may bring a gallon bag filled with snacks that will be sent home to refill if they choose.• A water bottle labeled with your child's name |