

## Epworth Christian School Extended Care Program 2022-2023

ECS offers Extended Care for grades Kindergarten through 8<sup>th</sup>. Families that need care before and/or after school can use the Extended Care Program at an additional charge. (The tuition that you pay does not cover Extended Care).

The hours of Extended Care are Monday through Friday from 7:00am – 7:45am and 3:30pm - 5:30pm.

**Before Care will open every day at 7:00am (EXCEPTIONS MAY OCCUR WHEN DELAYS OR CLOSINGS ARE POSTED ON FACEBOOK, WBOC-16 AND WMDT-47).**

***No charge for students coming in after 7:45am.***

When using Before Care please do not drop your child off earlier than 7:00am. Staff is not on duty and ready to accept children before that time and we do not want children left on the sidewalk waiting for the doors to open.

The minimum fee up to 1 hour is **\$7.00 per day** for each child and 1 hour or more is **\$14.00 per day** for each child. There is a **late pickup fee of \$3.00 per minute** for any child being picked up after 5:30pm.

Each month families that have used Extended Care will be billed and will receive an invoice via email. That invoice will be dated and payment should be made within 15 days of the due date. Failure to pay the invoice within those 15 days will result in a **\$25.00 late fee.**

When using Aftercare parents or others designated for pickup must come into the building and sign the student out and sign their name **(no signatures like “mom”, “dad” etc. the signature must be the persons’ name).**

Each day, when picking up your child(ren), please check the sign posted near the main office doors for the location of the Aftercare students.

If students are inside, please ring the bell located near the GLASS DOOR. Look for the sign saying AFTERCARE.

If students are outside on the playground, please do the following:

1. Drive to the next parking lot
2. Park your car and walk to the playground to pick up your child(ren)
3. **VERY IMPORTANT:** Please **DO NOT** park in either of the 2 horseshoe driveways. They are designated for Preschool and Daycare parents **ONLY**

**Extended Care Form/Agreement 2022-2023**

**Every family must fill out the Extended Care Agreement form even if you do not plan to use it. The reason for this is because we need to have proper information and signatures in case there is ever an emergency and you have no other recourse other than leaving your child to be placed in Aftercare.**

Please fill out this form for the Extended Care Program: The form requires the name, address, phone number, email address and signature of the party responsible for payment.

List all names of students who will need Extended Care (Grades K-8 only):

---

---

---

---

Mother's

Name: \_\_\_\_\_

Phone Number (include cell, home, work): \_\_\_\_\_

Father's

Name: \_\_\_\_\_

Phone Number (include cell, home, work): \_\_\_\_\_

Emergency

Contact: \_\_\_\_\_

Emergency Contact

Number: \_\_\_\_\_

**Student/s may not be picked up by the following: (The school must be provided with legal documentation supporting this).**

---

---

List any allergies (food, medication, environmental) or special needs: \_\_\_\_\_

---

**Check the days Extended Care is needed:**

\_\_\_\_ Monday    \_\_\_\_ Tuesday    \_\_\_\_ Wednesday    \_\_\_\_ Thursday    \_\_\_\_ Friday

\_\_\_\_ Occasional

\_\_\_\_ Before School    \_\_\_\_\_ After School    \_\_\_\_\_ Both

**HOURS AND FEES (BILLED ON A MONTHLY BASIS AFTER USAGE)**

Hours: Monday through Friday 7:00 a.m. – 7:45 a.m. / 3:30 p.m. – 5:30 p.m.

Fees: Minimum fee up to 1 hour            \$7.00 per day (**per student**)

1 hour or more                                \$14.00 per day (**per student**)

**LATE PICKUP FEE                            \$3.00 per minute after 5:30pm**

**I agree to pay Extended Care charges (including any late fees incurred). Not paying Before/Aftercare charges within 15 days of being invoiced will result in a \$25 late fee being added. If there is a default on payment, I will also be responsible for court costs, collection agency fees and or any additional fees incurred as a result.**

**Responsible**

**Party:** \_\_\_\_\_

**Mailing**

**Address:** \_\_\_\_\_

**Email**

**Address:** \_\_\_\_\_

**Signature of Responsible**

**Party:** \_\_\_\_\_ **Date:** \_\_\_\_\_