

# **MOUNT CALVARY LUTHERAN PRESCHOOL**

## **EXTENDED DAY PROGRAM POLICIES**

### Philosophy

Our School was established as a ministry of Mount Calvary Lutheran Church to provide for the spiritual, educational, social, emotional, and physical growth of children. The role of our Extended Day Program is to provide quality before and after school care in a Christian environment for our Preschool students.

### Admission Requirements

The following must be completed and returned before a child can attend:

1. Registration and release form
2. Registration fee of \$30.00 family per year
3. Completion of a fee contract

### Schedules and Fees

The Extended Day Program operates Monday through Friday from 7:00-8:30 a.m. and from 3:30-6:00 p.m. The programs are available on regularly scheduled school days only.

The Before and After School Program rate is \$10.00 an hour per child.

Extended Day is available in a variety of situations. Students can be there for both periods, only A.M. or P.M., every school day or on a one-day per week basis, or even on an occasional use basis (Drop-in). But in all cases the above noted admission requirements must be met in advance.

### Fee Payments

The Extended Day Program operates entirely on the fees paid by parents of enrolled children. Therefore, it is essential that fees be paid promptly in accordance with the payment schedule agreed upon at time of enrollment. Payment is payable to **MOUNT CALVARY LUTHERAN SCHOOL**. Payment is due within 10 days of receiving a statement. A fee of \$11.00 will be assessed for late payment. Failure to make payments according to your fee contract agreement will result in the loss of services. Written notice must be given prior to any scheduling changes.

If a check should be returned due to non-sufficient funds, it is the responsibility of the parent to bring the amount of the check in cash to Mount Calvary Lutheran Preschool in less than one week after notification. There will be an additional \$15.00 charge for all returned checks. Failure to make payments on return of checks for non-sufficient funds is basis for dropping a child from the program.

### Attendance Changes and Termination

A fee contract indicating which components, days and hours, the child will be attending must be filled out at the time of enrollment. Parents are expected to comply with these time commitments as much as possible. Should a temporary change be necessary, the parent should inform the teacher the morning of the change. Permanent changes in the contract may be made with one week of notice. Please contact the teacher when the need for care changes. A new contract will be arranged.

One week written notice for withdrawal of a child is required when a child no longer needs the program.

A child can be terminated from the program when:

1. Payments are not on time.
2. When the child is picked up consistently late.
3. When a child has a problem adjusting to the program and after consultation with the parent, a satisfactory solution has not worked out.

#### Drop-Off and Pick-Up Policy

The teacher will be present to meet children as they arrive. Parents are required to sign their child in and out of the program. Since we are liable for the children in our care, please be sure the teacher is aware of your child's arrival. Parents may not leave their child at the program before it is open in the morning. .

Parents are to sign out when picking up their child. Parents are asked to be prompt. The Program ends at 6:00 p.m! A late fee of \$10 plus \$1 per minute late will be charged after 6 p.m. and is payable when the child is picked up.

#### Policy for Release of Children

If a person other than the parent or assigned person is picking up the child, the teacher must be notified in advance. We will not release a child to persons not authorized in writing or authorized by a phone call from the parent. In such case, the child will remain at our program until parents have been contacted to verify that the child can be released.

#### Emergency Closing

In the event of an emergency closing of preschool, our Extended Day Program will not be open. If WCCO 4, KSTP 5 and/or KARE 11 TV announce that Mount Calvary Lutheran Preschool is closed or is closing, that also will apply to the Extended Day Program. If weather becomes bad during the day and school is closed early, the teacher will call the parent and ask them to pick up their child as soon as possible. If it is impossible to pick up a child, please make arrangements so your child can be sent home with a relative or friend. Parents will be charged only for hours attended.

\*See School Handbook for other regulations.

### **MOUNT CALVARY EXTENDED DAY PROGRAM** ***BEFORE and AFTER SCHOOL ACTIVITIES***

Breakfast food will be available in the morning (if needed) and a snack will be provided in the afternoon. Milk is made available also.

Activities offered during Extended Day:

- Free play in classroom
- Crafts
- Large Muscle play in gym or outside on the playground