EXTENDED CARE INFORMATION

This information is applicable for the year starting September 2017 and ending August 2018

Columbia Christian Schools offers Extended Care on school days from 7-8 AM, and from 3-6 PM. We may also offer a half or full-day extended care program on early release or non-school days as well as special camps during school breaks. Extended Care is available for students ages 3-12.

Families must sign their child(ren) up beforehand for the time(s) when they need extended care.

PROCEDURES

Before School (7 AM-8 AM)
- Students must eat breakfast BEFORE they arrive.
- An authorized adult must sign each student in at the classroom.
- The adult must remain with the student until the student is accepted by a staff member.
- Students will be released to their classroom teacher by 8 AM.

After School (3:00 PM-6:00 PM)
- Early Childhood full-day students (pre-k, and kindergarten) have a regular release time of 3:00 on school days. Elementary students (1st-5th grade) have a regular release time of 3:15 on school days. Students who are not signed up for extended care, but are waiting for more than 10 minutes after their class is released, will be taken to the office to be picked up. There is an additional charge for students not checked into extended care after school is out.
- Between 3:15 and 4:15 PM, students will have a snack and engage in games or outdoor play.
- Homework typically begins around 4:30, followed by center choices, special projects and cleanup.
- Please Note: children picked up before 4:30 will likely NOT get a chance to work on homework.
- Students must only be released to an authorized adult who signs them out.

POLICIES

The Extended Care staff will ensure that an accurate record is kept of all children in the program and that any arrival or departure to and from the premises is recorded in the log. The sign-in/sign-out tablet will be kept in an accessible location on the premises at all times. Records will also be kept of staff in attendance and visitors to the program. For safety purposes, parents (or other designated adults) are required to sign-in their child upon arrival and sign-out their child upon departure.
- Only persons named on the student’s enrollment paperwork will be able to take the child, unless prior arrangements have been made known to the Extended Care staff.
- People unknown to the staff will be asked to show photo identification consistent with the written information furnished by the parent before the child will be released.
- Children will not be allowed to leave the premises unaccompanied.
- If the child is picked up late, there will be an additional charge (see below).

FEE SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-7:30 AM</td>
<td>½ hr timeslot</td>
<td>$3 for first child</td>
</tr>
<tr>
<td>7:30-8:00 AM</td>
<td>½ hr timeslot</td>
<td>$3 for first child</td>
</tr>
<tr>
<td>3-4 PM</td>
<td>1st ASC timeslot</td>
<td>$6 for first child</td>
</tr>
<tr>
<td>4:00-4:30 PM</td>
<td>½ hr timeslot</td>
<td>$3 for first child</td>
</tr>
<tr>
<td>4:30-5:00 PM</td>
<td>½ hr timeslot</td>
<td>$3 for first child</td>
</tr>
<tr>
<td>5:00-5:30 PM</td>
<td>½ hr timeslot</td>
<td>$3 for first child</td>
</tr>
<tr>
<td>5:30-6:00 PM</td>
<td>½ hr timeslot</td>
<td>$3 for first child</td>
</tr>
</tbody>
</table>

- There will be a $1.25/child monthly administrative fee for each month a child uses extended care.
- There will be a 10% hourly rate discount for additional children from the same family.
- There will be a fee for students not signed up for extended care who are not picked up on time.
- There will be a fee for students who stay in care during slot(s) for which they are not signed up.
- After 6 PM, the extra charge will be $2.00/minute.