

# Extended Day Program Guidelines

Staff: Robert Goodwin Pat Goodwin Bill Goodwin

1. Please be sure to send a note to your child/ren's teacher(s) stating the day(s) they will be attending Extended Day.
2. Be sure to fill out a Permission Form and submit with the appropriate fee **before** you use the program so an account can be established in your child's name.
3. Be sure to sign out your child/ren **each day**. **It is important to provide an emergency cell phone contact number.**
4. Send extra play clothes so that uniforms stay in good condition.
5. The children are given a small snack at Extended Day. If you wish them to have an additional snack, please pack an extra snack from home (especially if they plan to stay until 5:00 PM).
6. If your child has a medical condition that requires medication, it is important that you provide us with the medication (i.e. epipen, inhaler, ...).
7. Extended Day hours are 2:00 PM to 5:30 PM. It is very important that every child is picked up no later than 5:30 PM. Late fees will be charged accordingly.
8. If you arrive to pick up your child after 3:30 pm, you will find the doors locked. If Extended Day is not on the playground, please use the door bell at the parking lot entrance "H" to notify them of your arrival so you can gain entrance to pick up your child.
9. The payment plan requires that **frequent users of the program send in \$100 per child (\$200 for two or more) and those who use the program occasionally send in \$50 per child (\$100 for two or more)**. Submit the fee with the Permission Form. Additional payments in increments of \$50 (frequent use) or \$20 (occasional use) may be made at any time. Your account will be debited according to the fee schedule. You will be notified when your account falls to \$10 (or below). Upon receiving the notification, you must send in another \$100 per child (or \$200 for two or more children) or \$20 (for occasional use) before your account reaches \$0.00. Failure to do so will prohibit your child/ren's further participation in the program.
10. Children will only be released to those whose names appear on the permission forms. Any changes must be given to us in writing.
11. The fee schedule is as follows:  
  
\$7.00 per hour per child  
Late fee (for pick-up after 5:30 PM)...\$5.00 per every 5 minutes  
  
(Please note that if a child has not been picked up by 5:30 PM, we **must** use the information on the Permission Forms to contact a designated person to pick up your child.)