



Extended Day Guidelines - Grades JrK-5

- Please communicate with your child's teacher regarding daily attendance in the Extended Day program.
- Payment/Billing for Extended Day will be through FACTS.
- Pack an extra snack for after school.
- Any child with a medical condition that requires medication (i.e. inhaler, Epipen, etc.) must provide this to the Extended Day staff (This is in addition to what has been provided to the Nurse in the Health Office.)
- Extended Day hours are 2:20 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.
- Please use Door "G" to pick up your child. Be sure to sign out your child/ren each day. It is important to provide an emergency cell phone contact number.
- Payments and billing are made through FACTS. Failure to keep current on payments will impact your child/ren's further participation in the program.
- Children will only be released to those whose names appear on the permission forms. Any changes must be given to us in writing.
- The fee schedule is as follows: \$10.00 per hour per child. A **Late fee** will be assessed \$5.00 per every minute past 5:30pm. Please note that if a child has not been picked up by 5:30 PM, the information indicated on the forms provided will be used to contact families.