



Extended Day Guidelines - PreK

- Please communicate with your child's teacher regarding daily attendance in the Extended Day program.
- Payment/Billing for Extended Day will be through FACTS.

Before School Program - 8am-9am (for students attending programs 9am-3pm)

After School Program (until 5:30pm)

- Pack an extra snack for after school.
- If your child has a medical condition that requires medication, it is important that you provide us with the medication (i.e. EpiPen, inhaler, etc.).
- Every child must be picked up no later than 5:30 PM. Late fees will be charged accordingly.
- Please use Door "B" to notify staff of your arrival to pick up your child. Be sure to sign out your child/ren each day.
- Payments and billing will go 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.