



EXTENDED CARE

Our Extended Care program (Before/After school care) provides a schedule of activities including some homework time, arts and crafts, special film times, and free playtime.

Please read the guidelines and return any forms required prior to your child's first day of attendance in the program. If there is a possibility that your child might attend the program, even for only one time during this school year, please complete the necessary paper work. All rules and guidelines will be strictly enforced, and adults will be required to sign children out every day. Security is always a top priority, and the safety of your child depends on the appropriate sign out procedure.

All students who are on the school premises (inside or outside) at 3:10 will be required to report to the Extended Care program. They will check in at the time they arrive, and check out when they are picked up. If your student is on the roster for an after school program (athletics, strings, winds, dance, or any other program held in the building) they may stay in the Extended Care for no charge until the program begins. The students will be escorted to and from the after school program by the director. Students are charged for the remaining time if they return to the Extended Care. On days when a student stays but has no special program, they will be charged for Extended Care.

After 3:10, no child will be in the halls or in any part of the church or school unless there is adult supervision (a program director, a teacher or other employed staff member or an adult who is approved to pick up a student). The building will be checked from time to time to make sure no students are left unsupervised. Obviously, a child who is alone in the building can be very vulnerable, and we need to be certain that they are accounted for and are with appropriate adults.

Hours of Operation for Extended Care

Before Care starts at 6:30 a.m. and ends at 7:50 a.m. The Aftercare program begins at 3:00 p.m. and ends promptly at 6:00 p.m. The programs are offered Monday through Friday on days that school is in session for regular school hours. **Aftercare is not provided on days when school is dismissed early.**

Fees

Parents will be charged \$3.50 an hour per child present. There is a minimum of a 15-minute charge. Alpine Academy will set up an account for each family. The account must maintain a credit balance of \$10.00 or more throughout the school year. Charges for before care and aftercare, are drawn from this account. You will receive copies of these charges on a regular basis, and may check the account balance at any time by calling the office.

Extended Care forms are mandatory for enrollment in the program and should be completed and returned to your child's teacher or the school office.

We appreciate your cooperation and patience as we continue to offer a program which is meant to assist our families. If you have any questions or comments, please feel free to speak with the building principal or the Extended Care Coordinator.

Thank you again for allowing us to serve you.
Alpine Academy Aftercare Staff