

## Extended Care Program 2019-2020 Parent Information

### Dates/Times :

August 2019—June 2020

- The program begins the first day of school, Monday, August 26, 2019.
- Program will follow 2019-20 AFA school calendar of holidays.
- Program will be closed for any declared snow days and/or school cancellations.
- Program will be closed before any major holiday including Winter, Spring and Summer Break.
- Program will be closed on teacher workdays and parent/teacher conference days.
- Program will be closed on 2 hour early release days.
- Program will be closed during major school events including Field Day.

### Hours of Operation:

Monday-Thursday 3:30 pm - 6 pm

Friday 1:30 pm - 6 pm

### Daily Schedule

3:30—4:00 Arrival

4:00—4:30 Recess outdoor/indoor (weather permitting)

4:30—5:00 Healthy Snack & Drink (will be provided)

5:00—6:00 Arts & Craft/Indoor Games/Homework Help

6:00 Pick up

\*On Fridays, students will have additional recess and computer time.

### Attendance:

- Attendance will be taken daily by the Extended Care staff.
- Parents must notify the front office in advance if their child will be absent from Extended Care.
- If your child is absent or sent home during the school day due to illness, they may not attend the Extended Care Program that day. Refer to Student Parent Handbook for policies related to student health and attendance.

### Snacks

- A nutritious after school snack and drink will be provided daily.
- A snack schedule will be shared with the parents.
- If your child prefers different or additional food, please feel free to send a snack to school with your child. Clearly label the snack as "Extended Care Snack".

### Pick Up Procedure:

- Parents must pick up promptly at 6 pm. Parents are required to come into the building and sign out their child at the front desk.
- Late fees are accrued at a rate of \$5.00 for the first 1 to 5 minute period. After that, fees are assessed at \$1.00 for each additional minute.
- Parents must notify the front office in advance if anyone other than the parent or usual caregiver is picking up.

### Child's Personal Property:

- Please do not allow your child(ren) to bring toys or electronic devices from home.
- Exceptions may be communicated to parents by staff.
- The extended care staff will not be responsible for breakage or misplaced items.

### Homework Help

- The Extended Care Program will set aside times every day for the children to complete their homework.
- Staff are available to supervise the homework area and assist the children with their work when they ask.

### Behavior Management Policy

- The children and staff are asked to treat each other with respect, tolerance, kindness, and consideration.
- If a child has specific behavior issues, every effort will be made to implement a behavior management program consistent with efforts being made at the child's home and school.
- If a child's behavior indicates that the Program is not able to meet his or her needs the child may be asked to leave the program.

### Communication

- The Extended Care staff will provide parents with updates on their child as needed.

### TO REGISTER:

Go to [alfatih.org](http://alfatih.org)>Login> [ParentsWeb](#)>School Information>Web Forms  
>Al-Fatih Academy Forms>scroll to the bottom for Extended Care - AY 19/20.

## Extended Care Program

### Payment Policy:

- A new session will begin every quarter.
- Families will be billed quarterly.
- Families have an option to enroll in any of the 4 sessions and are committed financially until the end of the session they are enrolled in.
- Payments do not include student holidays for winter and spring break.
- Flat fee, student attends as needed during the hours of operation.
- No refunds for cancellations due to declared snow days or school cancellations.
- Fees will not be prorated for student absences.
- No sibling discounts offered.
- No staff discounts offered.

Session	Session Dates:	# of Weeks	Payment Due	Regular \$125/week
1	08/26/19– 10/25/19	9 weeks	At Registration or by 08/16/19	\$1,125
2	10/28/19—01/17/20	10 weeks	10/01/19	\$1,250
3	01/20/20—03/27/20	10 weeks	12/02/19	\$1,250
4	3/30/20—06/05/20	9 weeks	02/02/20	\$1,125

## Drop In Program

### Payment Policy:

- One time drop in fees are due at pick up, cash or check accepted.
- Drop in fees can be added to your FACTS account as well, upon request.
- Drop in fee Monday—Thursday 3:30—6:00 pm is \$35 Daily Rate
- Drop in fee Fridays 1:30—6:00 pm is \$45 Daily Rate
- Drop In requests must be made at least 24 hours in advance to the front office and by registering your child on the ParentsWeb account.
- Space is limited.
- The front office will notify parents if there is space for their child on the day that is requested.

### FOR MORE INFORMATION:

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