

Extended Care Program 2018-2019 Parent Information

Dates/Times :

August 2018—June 2019

- The program begins the first day of school, Monday, August 27, 2018.
- Program will follow 2018-19 AFA school calendar of holidays.
- Program will be closed for any declared snow days and/or school cancellations.
- Program will be closed on teacher workdays and parent/teacher conference days.
- Program will be closed on 2 hour early release days.

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.

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.

Withdrawal / Changes in Attendance:

- Parents will be required to give 30 days advance notice in writing for withdrawal and/or changes in attendance schedules.

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. Completing the homework is the responsibility of the child.
- Staff members are unable to check each child's homework for accuracy or provide one-on-one homework help that is available from a private tutor.

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".

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 a weekly update on their child.

TO REGISTER:

Go to alfatih.org>Login> [ParentsWeb](#)>School Information>Web Forms>Al Fatih Academy Forms>scroll to the bottom for Extended Care - AY 18/19.

Payment Policy:

- Families will be billed monthly
- First months payment will become due at registration.
- All subsequent payments will be made through FACTS on the first of each month.
- Fees will be collected 1 month in advance. (for example October fees will be paid in September)
- Flat fee, student attends as needed during the hours of operation.
- No refunds for cancellations due to declared snow days or school cancellations.
- No sibling discounts offered.
- No staff discounts offered.

Drop In Fees:

- One time drop in fees are due at pick up, cash or check accepted.
- 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.

Session	Session Dates:	# of Weeks	Payment Due	Early Bird (by June 1, 2018) \$100/week	Regular \$125/week	MWF \$90/week	T TH \$60/week
1	08/27/18 - 09/21/18	4 weeks	At Registration	\$400	\$500	\$360	\$240
2	09/24/18 - 10/19/18	4 weeks	09/01/18	\$400	\$500	\$360	\$240
3	10/22/18 - 11/16/18	4 weeks	10/01/18	\$400	\$500	\$360	\$240
4	11/19/18 - 12/14/18	4 weeks	11/01/18	\$400	\$500	\$360	\$240
5	12/17/18 - 01/25/19	4 weeks	12/01/18	\$400	\$500	\$360	\$240
6	01/28/19 - 02/22/19	4 weeks	01/01/19	\$400	\$500	\$360	\$240
7	02/25/19 - 03/22/19	4 weeks	02/01/19	\$400	\$500	\$360	\$240
8	03/25/19 - 4/26/19	4 weeks	03/01/19	\$400	\$500	\$360	\$240
9	04/29/19 - 05/31/19	5 weeks	04/01/19	\$500	\$625	\$450	\$300

FOR MORE INFORMATION:

Contact: Sabah Iqbal

Email: sabah.iqbal@alfatih.org

Phone: 703.437.9382