

**EXTENDED CARE PROGRAM
GRADES KINDERGARTEN THRU EIGHTH
2021-2022**

Dear Parents,

The purpose of extended care is to provide a place for those children who need supervision after school hours until their parents can pick them up. Unlike day care, we will not have extended care before school hours or hours when OLM School is not in regular session.

Children eligible to attend must be registered in grades K-8 for the 2021/2022 school year and have the completed enrollment form on file.

Please read and complete the attached registration form and return it to the main office. Remember, you must be registered for classes before we will accept registration for extended care.

RATES: Rates have been calculated on a 20-day month. This will average out for the short and long months throughout the school year. There is no additional charge for minimum days. There are no discounts given for the months with holidays. Families will receive a 25% discount rate if child/ren are picked up every day before 4:00 pm. **Please let the director know if this applies to you. ***Take note, the late fee policy will take affect at 4:01 pm.**

	One Child	Two Children	Three Children
5 Days	\$195.00	\$312.00	\$381.00
4 Days	\$156.00	\$250.00	\$304.00

Drop-in Services: Drop in services is available for \$10 per hour, per day, per child. Minimum daily charge is \$10.00 per child. **Payment for drop-in services is due at the time that you pick up your child.**

PAYMENTS: *Extended care payments are separate from your SMART Tuition account. Your payments will be made directly to OLM School office on the first of each month. You can send payment to the office or they can be given to Mrs. Faraone.*

When school is dismissed, all children in grades K-8 that are in the extended care program are to report to room 22. Our room is located next to the library. The extended care staff will have specific check in and check out procedures. The staff will be responsible for the child/ren until the parents have signed them out to go home. **However, the extended care staff will not be responsible for children who do not check in by 2:45 pm.**

TIMES OF SERVICE: 2:30 to 5:30 pm regular day schedule
 12:30 to 5:30 pm minimum day schedule

LATE PICK-UP CHARGES: A late fee of \$10.00 will be charged per child for any portion of the first 10 minutes you are late. An additional \$2.00 per minute will be charged for every minute there after. This late fee policy also applies to those families who have signed up for the 4:00 pm pick-up. Late fees are to be paid at the time of pick-up.

Thank you,

Mrs. Liz Faraone
Extended Care Director
722-7496 Ext 16

EXTENDED CARE ENROLLMENT 2021-2022

Please Print

Child/ren's Name

Grade Entering

Birthday

Mother/Guardian Name _____

Home Phone _____ **Work** _____ **Cell Phone** _____

Father/Guardian Name _____

Home Phone _____ **Work** _____ **Cell Phone** _____

Other Emergency Contact Person _____

Emergency Phone _____ **Cell Phone** _____

Relationship to Child _____

****Your child will not be allowed to leave with anyone not on this list, unless OLM School receives written authorization or you have called and made arrangements with the school office.**

I authorize the following people to pick up my child/ren from Extended Care for the 2021/2022 school year.

Name	Phone	Relationship to Child
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Please circle the rate you will need for the 2021/2022 school year.

	One Child	Two Children	Three Children
5 Days	\$195.00	\$312.00	\$381.00
4 Days	\$156.00	\$250.00	\$304.00

Please circle the days of needed child care. M T W TH F. Days will be changed if space permits. My child/ren will be picked up by 4:00 pm. **YES**_____ **NO**_____

_____**Drop in services are available for \$10.00 per hour, per day. Minimum daily charge \$10.00. Payment must be made when child/ren are signed out on each day they attend.**

I have read, understood, and will comply with all conditions as stated on the cover page of the enrollment form. Furthermore, I understand failure to comply with any of the rules can result with my child not being allowed to stay in the program. This enrollment form is valid for the 2021/2022 school year.

Parent/Guardian Signature

Date