

## Welcome to Arkansas Baptist Elementary School Extended Care



Our goal is to provide your child with a safe environment, an encouraging atmosphere, and an opportunity to continue their growth socially, academically, and spiritually.

The Extended Care Program is certified by the Arkansas Department of Human Services as a licensed child care provider. Each of our staff is required to have annual training relative to child care issues and many are certified in CPR.

In addition to our school-year program, ABSS offers a summer program. More information about the summer program may be obtained in the Extended Care office.



For more information contact

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## Arkansas Baptist Elementary School Extended Care



## Program Policies



### Hours of Operation

7:00 a.m. to 7:45 a.m.	Session I
11:45 a.m. to 3:00 p.m.	Session II
3:00 p.m. to 6:00 p.m.	Session III

### Regular Fees (annual)

Morning session only .....	\$462
One afternoon session.....	\$1,050
Two afternoon sessions.....	\$1,334

A \$50 registration fee is required to reserve your spot in extended care.

Payments must be made in advance annually or semi-annually by bank draft, credit card. Monthly payments must be made by bank draft or credit card only.

**Early Dismissal and Out-of School Days are for regular extended care users only. A regular extended care user is considered 3 or more days a week.** Because parents of many of our regular Extended Care attendees choose to make other arrangements for these days, fees for these days are separate from the regular fees described above. These services require reservation accompanied by non-refundable payment by check or cash.

All day (holidays) .....	\$20.00 per day
Noon dismissals .....	\$10

**Late Charges:** Parents who are late when picking up their children from Session III will be required to pay \$1.00 each minute per child after 6:00 p.m. These fees are payable at the time of pick up to the teacher staying with your child.

**"Regulars":** "Regulars" are students enrolled on a permanent basis.

**"Drop-ins":** "Drop-ins" are students who use Extended Care on a drop-in basis and are charged by the hour. Drop-ins may not use Extended Care when there is an early dismissal or when school is out all day.

**Extended Care Registration:** Any child attending Extended Care must be properly registered with the following items:

- "Child's Personal Data Sheet and Registration Form"
- \$50 registration fee
- Extended Care Payment Plans Form
- Shot records on file in the Extended Care office (K3-K4-K5).
- Current accounts must be paid up to date for a child to be considered for Extended Care.

**Inclement Weather:** If school does not open because of inclement weather, Extended Care will be closed as well. When school closes during the day due to inclement weather, Extended Care will also close.

**Holidays and Conference Days:** Extended Care will operate on its normal schedule for early dismissal days. We are closed for some holidays and some days when building scheduling conflicts make it impossible for us to safely accommodate the children. Please check the *Extended Care Dates to Remember* calendar. We reserve the right to close on additional dates if circumstances warrant.

**Medication:** If medication needs to be given to your child, a note should be sent with the medicine telling us when and how much to administer.

**Vending Machines:** **Wednesday** is "vending day." 1<sup>st</sup> -6<sup>th</sup> grades will be allowed to bring money to purchase a snack from the school's vending machines (\$1.25 will purchase a drink and snack).

### Personal Items

Please label each item your child brings to Extended Care.

### SESSION 1: 7:00 a.m. to 7:45 a.m.

Any student arriving at school before 7:45 is expected to go to Extended Care.

### SESSION II: 11:45 a.m. to 2:45 p.m.

#### Lunch

Each student who attends Session II is required to bring a lunch. The Department of Human Services requires that this lunch be nutritionally well-balanced. Extended Care provides milk or juice for those students who need a drink with their lunch.

#### Clothing – K3, K4 and K5

You may want to bring a change of clothes for your child. Please clearly mark the clothing with the child's name. The clothing will be left in the child's "cubbie". Play clothes will be sufficient.

#### Nap Time

Session II children have a rest period each afternoon. A full-size flat sheet is needed to cover the cot on which your child will rest. Sheets are to be brought to school on Monday and taken home on Friday and laundered. The sheet is to be personalized in bold letters with the student's name.

### SESSION III: 3:00 to 6:00 p.m.

#### Snacks

Extended Care provides an after-school snack each day consisting of fruit, juice and cookie or crackers for students staying after 3:00 p.m. If you child has an allergy, please send the appropriate snack.