

## St. John's Lutheran Preschool Extended Day Program

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### WHAT IS AN EXTENDED DAY PROGRAM?

Parents who are unable to provide transportation at the regular school hours may enroll their child/children in our Extended Day Program. This program provides the kind of care that promotes the purpose and objectives of the Preschool in a safe and loving environment. Hours of the extended day program are:

<u>Class Session</u>	<u>Before school</u>	<u>After school</u>
Morning	7:45am-8:45am	11:15am-12:30pm
Afternoon	11:30am-12:30pm	3:00pm-4:15pm

### WHAT ACTIVITIES WILL THE EXTENDED DAY PROGRAM PROVIDE?

Upon arrival to the before school program, the child must be signed in by the parent or guardian. The child's classroom teacher will sign in the child for the after school program. Several manipulative activities will be offered for the child to choose such as puzzles, quiet games, books, art, etc. Some time will also be offered in the gym when it is available. On occasion a video might be shown. Snacks will be available, but no meals will be served. In other words, your child must eat breakfast and/or lunch at home. The staff member in charge will sign in your child when his/her class begins.

### AUTHORIZATION TO PICK UP YOUR CHILD

No child will be released to a person not authorized by a parent. Authorization must be given on the emergency/authorization sheet required for each child. Parents should be sure to keep these sheets up to date.

### WHO MAY ATTEND THE EXTENDED DAY PROGRAM?

Only St. John's Lutheran Preschool students may attend and they may attend only on the days that they are enrolled for class. Children may be enrolled for either before school, after school or both, but no child may be in attendance for more than 4.75 hours per day. Extended day is offered only on the days when the Preschool is in session. Please note that the after school Extended Day Program is not available for the Midday classes.

### WHAT IS THE FEE?

In order to plan for staffing and supplies, students must enroll at the beginning of the school year. Fees do not fluctuate when there are vacation days in the month, personal or school. Fees will be charged on a 2-day/week, 3-day/week, 5-day/week basis and must be paid by the 20<sup>th</sup> of the preceding month. September fees are due by your child's first day of school. Fees will be set annually by the Board and published in a separate fee schedule. Families needing this service on an occasional basis only will be charged a separate fee payable on the day of attendance. They will be accepted only when openings are available and with a 24 hour advance request.

Please refer to the fee schedule for late pick-up fees, late payment fees and any other fees.