

## 2018-19 Extended Care for Pre-K—5th Grade

For those families who are in need of a safe, caring environment for their children before and/or after the normal school day, MJCA is pleased to offer Extended Care for students from 3-year Pre-K through the 5th grade. Space is limited and will be filled on a first come, first served basis. Our program is informal and relaxed. We offer daily outdoor playtime (weather permitting), games, arts and crafts, gym time, and movies.

Extended Care for students in grades Pre-K3—5 is offered in the morning from 6:00a.m. - 8:00 a.m. and in the afternoon from 3:00 p.m. - 6:00 p.m. Students must be picked up by 6:00 p.m. Extended Care is offered only on school days. If school is closed, Extended Care will also be closed. On half days of school, Extended Care is open until 6:00 p.m. **NOTE:** Pre-K Extended Care will begin on the first full day of our regular Pre-K schedule, which is August 20, 2018. **No Extended Care will be offered for Pre-K during Phase-in Week.**

Extended Care must be requested at the time of registration. **A registration fee of \$30 must accompany the Extended Care application.** Please note that enrollment in the afternoon program does not guarantee morning care unless requested at registration.

Afternoon care provides snacks and drinks. Morning care does not provide snacks, but we do have a microwave if your child chooses to bring something from home. Due to peanut allergies among so many students, we ask that NO peanut products be brought to Extended Care.

Extended Care closes promptly at 6:00 p.m. All children must be picked up by this time. There is a late charge of \$1.00 per child for every minute late. After 5 additional late pick-ups, the rate will increase to \$2 per minute. The Director reserves the right to request that other child care arrangements be made if late pick-up becomes a problem.

If your child becomes ill at Extended Care, we will call you. If your child has a fever, it will be necessary for you to come and get the child immediately as we do not wish to expose other children any more than is necessary.

Many activities are held after school. If your child will be signing out of Extended Care to participate in after school activities (i.e. music lessons, dance, sports, etc.) the Extended Care Director will need to be advised of your student's activities. State policy requires that students be signed out by the adult to whom care is being entrusted and that we receive, in writing, *the name of the person* that will be signing your child out for these extra activities. Arrangements must be made in advance for students needing to leave Extended Care to go to practices. Your child's coach /teacher is responsible for your child until practice is over. Please be sure that both the coach and the Extended Care teacher are aware of your child's practice schedule.

Our Extended Care program offers 3 options for you to choose from: 5-days per week, 3-days per week, or 2-days per week. If you sign up for either the 2 or 3-day options, you must designate at the time of registration which days of the week they will attend. **Due to staff scheduling, this cannot vary from week to week.**

A payment plan has been developed to simplify our billing procedure and save you money. Payments may be made in one yearly payment or in ten equal installments (August-May). Please see the payment plan listed on the MJCA 2018-19 Extended Care Fees Schedule included on this form. Extended care fees are due at the beginning of each month.

**To Register: Complete the Extended Care Registration Form and turn in to the Elementary Office along with the \$30 Registration Fee. The deadline to register for Extended Care is June 1, 2018.**

Please direct any Extended Care questions to Mrs. Campbell at [scampbell@mjca.org](mailto:scampbell@mjca.org). For question regarding fees or payment, please contact Mrs. Green in our business office at [agreen@mjca.org](mailto:agreen@mjca.org)



EXTENDED CARE (Grades Pre-K—5th)
REGISTRATION FORM 2018-19

\$30 fee required with registration

Student Name \_\_\_\_\_ Grade 2018-19 \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ e-mail address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ e-mail address \_\_\_\_\_

Check time and days that extended care is needed: NOTE: WE DO NOT OFFER DROP-IN EXTENDED CARE

Table with 5 columns: 5 day / wk, 3 day / wk, 2 day / wk, Designate days they will attend, and rows for A.M. Care and Pre-K—5th grade 3-6 p.m.

My child plans to participate in the following sports or arts academy classes: \_\_\_\_\_

If you are not going to be the person to pick up your child, indicate the person(s) so designated below:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

In case of an emergency or if I cannot be contacted to pick up my child, I authorize the following person(s) to pick up my child:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

The following person(s) may NOT pick up or remove my child:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

NOTE: If the person is one of the child's parents, appropriate court documents are required.

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

## Extended Care Fees

### Extended Care Monthly Rates for 2018-19

Registration fee for Extended Care: \$30 per student

<b>Extended Care Monthly Rates</b>	<b>2-day</b>	<b>3-day</b>	<b>5-day</b>
Morning care only 6:00 – 8:00 a.m.*	\$48	\$72	\$120
Pre-K 5 day, and K-5 <sup>th</sup> grades 3:00-6:00	\$72	\$108	\$180

\*If registered for afternoon extended care, morning care is included.

LATE FEE: \$1 for every minute late. (2 grace periods of up to 5 minutes. After 5 additional late pick ups, the rate will increase to \$2 per minute.)

One day a week “drop in” rate: \$15 per day.

\*drop-ins and students with irregular schedules permitted with 48 hours written notice. (Notice must be provided to the Extended Care director via email.) – Extended Care registration fee required.