

## Before & After School Care Program at Shalom Christian Academy

### Morning Care

- 7:00 – 8:15 a.m.
- Please do not assume that the provider will be there unless you have scheduled your child for that time. There are only a few students who use morning care and it is possible that no one is scheduled and the provider will not be in that morning.
- Please give us a weekly schedule.

### After School Care

- 3:15 – 5:30 p.m.
- We will assume your child will be there on the days that you have arranged with us. Children who are staying after school will be sent to the after school care location unless you have notified us differently. Please contact us via email or text if your plans and needs change.
- Please give us a weekly schedule.

### Location

- Right side of the trailer in the rear of the school.

### Cost

- \$4 per hour
- The amount will be prorated if a full hour is not used.
- Parents will be billed on a weekly basis.
- A fee of \$5 per 5 minutes will be assessed for students picked up after 5:30 p.m.

### Schedules

- Before & after school care is provided on days school is in session.
- We will begin each new school year by starting extended care in the afternoon of the 1<sup>st</sup> day. Morning care will begin the next day.
- There are several 1:00 p.m. dismissal days throughout the year. We will provide care until 5:00 p.m. on those days, unless we notify you otherwise in writing.
- We also have a few 2 hour delay days for professional development. Morning care will begin at 7:00 a.m. those days.

### Inclement Weather

- In the event of a 2 hour delay because of weather, morning care will begin at 9:00 a.m.
- In the event of early dismissal due to weather, we ask that you pick up your child within one (1) hour of the dismissal time.

### General Procedures

- Parents will need to sign their child in each morning and/or sign the child out in the evening. There will be a clipboard with a time sheet provided in the extended care room.
- During after school care, students will have a time for homework, snack, and play (outside if the weather permits).
- Registration forms for the extended care program can be found on our website. Please help us keep these up to date for emergency contact purposes.

