

Nativity Catholic School Extended Care Program 2017-18

Any child who arrives at school before 7:45 or who is not picked up by 3:15 (2:30 on Wednesdays) is required to go to Extended Care. Students will not be allowed to go to the classrooms before 8:00. For billing purposes, all times will be noted according to the school clock.

Students who remain after school for Scouts, sports, etc. must be under the direct supervision of their leader/coach or attend the extended care program.

Registration Procedures

Registration forms and a \$25.00 registration fee per family must be turned in before a child can use the Nativity Extended Care Program. The Registration form is attached to the 2017-18 Back to School forms packet.

Morning Care

Morning Care will begin with the first day of school, Wednesday, August 9 at 7:00 a.m. The Morning Care fee is \$1.50 per child for any part of the 45 minutes the child is in care.

Children attending Morning Care have the option of purchasing breakfast at school. Breakfast is \$1.50 per day and includes milk. Cost for the breakfast will be charged to the student's lunch account.

After School Care

The afternoon program will be offered on school days beginning Wednesday, August 9 from 2:30 p.m. to 6:00 p.m. On Monday, Tuesday, Thursday, and Friday, the program is offered from 3:15 p.m. to 6:00 p.m. The after school Extended Care program offers study time and a variety of activities for Nativity students enrolled in Prekindergarten (4-yr olds) through Eighth Grade. Students will be signed in daily by a staff member. Once children are signed in, they may not return to their classrooms without permission.

The charge for afternoon Extended Care is \$3.25 per child per hour. Hours will be rounded the nearest 15 minutes starting at 3:15 p.m. or 2:30 p.m. on Wednesdays. **There is a late fee of \$1.00 per minute per child after 6:00 p.m.**

Children attending Aftercare will have the option of purchasing an after school snack with milk for \$1.00. **Cost for the snack will be charged to the student's lunch account. The snack program in aftercare is not covered by the State so the free/reduced status will not apply.** You may send a snack with your child.

Parent must make arrangements for a backup person to pick up their child in the event of an emergency. That person's name and phone number must be listed on the registration form. At no time can a staff member transport your child. You must come into school and sign out your child. Only a parent or a person previously authorized by the parent may sign out a child. In case you have an emergency and will not be able to pick up your child at the expected time, you can email extendedcare@nativityindy.org to reach a staff member. This address is to be used only while your child is actually in Extended Care. If you would like to send a message to your child during the school day to go to Extended Care or any other change in pick up plans, please continue to call 357-1459 or email plamott@nativityindy.org and extendedcare@nativityindy.org.

Billing Procedures

Bills will be emailed the first day of the following week whenever possible. Full payment is due upon receipt. If you know that your child used the service but you do not receive a statement the following week, please call the school office. To ensure that your account is properly credited, checks should have "Extended Care" written on the memo line and must be in an envelope marked "Extended Care" with your child's name and homeroom. Extended care charges are expected to be paid on a regular basis. However, if extended care charges accumulate to the amount of \$250.00 we will lose the privilege of attending after care and morning care.

Extended Care Routine

3:15-3:30	Check in/Restroom
3:30-4:15	Playground (weather permitting) or gym
4:15-4:40	Restroom/Snack
4:40-5:00	Homework/Quiet Time
5:00-6:00	Free play

Questions

Please contact Natalie Clifton at extendedcare@nativityindy.org or the school office at 357-1459 if you have any questions regarding the Nativity Extended Care Program.