

EXTENDED DAY POLICIES & PROCEDURES
2009-2010
Preschool - Grade 6
Staff Supervisor: Mrs. Kathy Harrison



EXTENDED DAY is a program offered to Cambridge Christian School students as a service to their parents during the school year. Hours are from 7:00 AM to 8:00 AM and after school until 6:00 PM. Services are generally billed by the hour but an annual payment plan is offered for families who require morning and/or afternoon care on a regular basis. The annual plan provides significant savings to families who consistently use Extended Day services and also provides a more consistent monthly cost as compared to paying by the hour.

PROGRAM: Arts and crafts, organized physical activities, supervised free play, computer and board games, and other special activities. Refreshments are provided. Occasionally special programs and activities are offered for a small materials fee. Homework Club is available through the school office for an additional charge.

SCHOOL HOLIDAYS: Extended Day will be closed for the following school holidays:

- Labor Day, (Mon) 09/07/2009
- Thanksgiving Break, (Wed - Fri) 11/25-27/2009
- Christmas Break, (Two weeks) 12/21/2009 - 01/03/2010 (Dates not final)
- Martin Luther King Day, (Mon) 01/18/2010
- President's Day, (Mon) 02/15/2010
- Spring Break (Mon-Fri) 03/15-19/2010 (Dates not final)
- Good Friday, (Fri) 04/02/2010
- Memorial Day, (Mon) 05/31/2010
- Staff Holiday, (Fri) 06/11/2010

STUDENT HOLIDAYS: Extended Day will be open for conference and other teacher-work days which are holidays for the students "Student Holidays". This includes the two days before the school year begins and the Friday after the end of the school year. If using the annual plan there will be no charge for Student Holidays, if not on the annual plan hourly rates will apply. This service is available to all students who are registered with Extended Day and is *by advance reservation only, even if on the annual plan*. Since space and staffing requirements are determined by the number of children cared for, a child may be turned away if they arrive on a Student Holiday with no reservation. Additionally, a \$10 fee will be charged for any late or missing reservation. Reservation forms are available on our website (www.cambridge-christian.com) preceding each holiday that Extended Day is open. All reservations must be returned by the posted deadline. Students need to bring a bag lunch on Student Holidays. Extended Day will be open the week after the end of the school year (Tuesday - Friday, June 1 - June 4, 2010) but these days are not part of the school year and hourly fees will apply for all students attending.

LATE PICK-UP FEES: If a child is picked up after 6 p.m. a late fee will apply. Late fees are \$5 per child for each 5 minute increment, or any portion thereof. The minimum late fee per child is \$10.

If a child is sent to Extended Day for supervision due to late pick-up from the deck (after 3:40 or other designated time on early dismissal days), standard Extended Day rates will apply - NO EXCEPTIONS.

REGISTRATION PROCEDURE: Each student must have an Extended Day registration form completed and on file before attending Extended Day. Forms are available on our website at www.cambridge-christian.com. A \$50.00 annual registration fee is required for all students and entitles the student to hourly rates versus a fixed daily rate.

Cambridge Christian School

Extended Day Rates

2009-2010



Morning Care	7 - 7:30 a.m.	Annual Plan <i>(details below)</i>	\$ 420.00
		Daily Rate	\$ 3.65

Note - if a student arrives on campus prior to 7:30 they MUST be in Extended Day

Afternoon Care	2:30 - 6 p.m.	Annual Plan <i>(details below)</i>	\$ 1,875.00
		Hourly Rate if registered	\$ 5.00
		Daily Rate if not registered	\$ 18.00

Student Holidays	7 a.m. - 6 p.m.	Hourly Rate <i>(Unless on the Annual Plan)</i>	\$ 5.00
		Fee for late or missing reservation	\$ 10.00

Registration Fee:	Annual, Non-refundable	\$ 50.00
	Entitles family to hourly vs. daily rate	
	Required if attending on Student Holidays	

Late Pick-up Fees:	Per 5 minute increment or any portion thereof	\$ 5.00
	Minimum late fee	\$ 10.00

- Annual Plan Details:
- Includes care for the student's entire school year. No summer days are included.
 - For purposes of annual plan, school year includes Monday August 17, 2009 thru Friday May 28, 2010
 - Extended Day will be available the 4-day week after school year end but is not included in the annual plan.
 - All student holidays which are teacher workdays are included.
 - Annual plan requires automatic monthly payment plan unless paid in full at beginning of year.
 - 3% discount available if annual plan is paid in full by the first day of school.