

EXTENDED DAY SERVICE

A. HOURS

This service is available from 6:30 a.m. – 8:30 a.m., and from 3:00 p.m. – 6:00 p.m. Those enrolled for this service may come and go according to their needs. Students not registered in day care will be charged \$2.00 per hour or fraction thereof.

B. CHARGES

Extended day care fee will be added to and paid with the tuition.

A \$1.00 fee will be charged for each additional day after the 15th of the month.

(Report cards will not be given out if account is delinquent).

ARRIVAL AND DEPARTURE

- A. All 2, 3, and 4 year olds must be signed in and out each day by a parent/guardian or someone designated on the application. The sign in/out sheet will be in the Pre- school building next to the church.**
- B. All K-5 through 6th grade students must check in and out with a staff person on duty.**
- C. Please notify the office immediately of any change of emergency information or change of home or work numbers.**

SCHOOL HOURS

- A. Class time – 8:30 a.m. – 3:00 p.m. (K-4 – 6th grade).**
- B. Extended Day Time – 6:30 a.m. – 8:15 a.m. and 3:15 p.m. – 6:00 p.m.
Students not enrolled in extended daycare, arriving before 8:15 a.m. and present after 3:15 p.m., **WILL BE CONSIDERED TO BE IN EXTENDED DAYCARE.****