

NORTHWEST CHRISTIAN SCHOOL EXTENDED CARE

Extended Care is designed for children currently registered at NCS who need additional care outside of the regular school day. This service is provided for NCS students in preschool classes for 3's, 4's and Pre K, through fifth grade. Extended Care teachers are background checked and provide a safe and less structured environment for our before and after school program. This program is also licensed and meets all state requirements.

Extended care is available for students in the 3 year old class through 5th grade from 7:30 AM until the start of school and from the end of the school day until 5:30 PM. While this program is available to these students, requests for Extended Care must be reserved so the appropriate adult to student ratio is maintained. If a parent is signing up for Extended Care on a regular basis, the parent will be charged \$4.50 an hour for scheduled hours; if a child is absent, the fee remains the same. With space availability, extended care may be used on a "drop in" or occasional basis at \$5.00 an hour. All requests for occasional care must be pre-approved on a daily basis through the preschool office; this ensures that state mandated room ratios are maintained. There is a minimum daily charge of one hour whether the child is attending on a regular schedule or drop-in basis.

Each child in Extended Care must be clocked out daily via the computer *and* signed out on the teacher's clipboard. The computer system will automatically calculate balances due based on child sign-in/out times. Per state regulation, each parent must still physically sign in and out on the daily log sheets with a first initial and full last name. If there is no sign out time, students will be automatically clocked out at 5:30 p.m. unless the parent picks up later than that time.

The state of Arizona requires a filled-out blue card for each child. These blue cards will only be accepted by the Early Education office to ensure appropriate compliance to all details. No child may attend until a blue card is received.

If you need more information about Extended Care, please contact Pam Tarbutton in the preschool office. She can provide the application and blue card and answer any Extended Care questions you may have.