

NORTHWEST CHRISTIAN SCHOOL
EXTENDED CARE POLICY AGREEMENT – 2020/2021

Extended Care is designed for children currently registered at NCS who need additional care outside of the regular school day. ***If you are signing up for extended care on a **regular** basis, you will be charged \$5.25 an hour for your scheduled hours; if a child is absent, the fee remains the same.*** Depending on space availability, extended care may be used on an occasional basis at \$5.75 an hour. All requests for occasional care must be preapproved 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 on a regular schedule or drop-in basis.

***Each child must be clocked out daily via the computer **and** signed out on the teacher's clipboard. The computer system will automatically calculate your balances based on your sign-in/out times. However, you must still physically sign in and out on the daily log sheets with a first initial and full last name. These are state requirements; with no sign out time, all students will be automatically clocked out at 5:30 p.m. Please initial _____.

Payment for your scheduled extended care is due in advance. If more hours are used than were anticipated, a balance due will be forwarded. *Accounts with 2 weeks or more of accrued balances may be put in bad standing and your child will not be allowed to return to the extended care program until your account is cleared.* Continual outstanding balances will result in termination in the program. Please initial _____.

Pick up time for all children will not exceed 5:30 p.m. ***Late fees are \$1.00 for every minute after 5:30 p.m.; chronic lateness will result in your child being dropped from the program. Please initial _____.

State of Arizona requirements mandate that the attached blue card is filled out yearly in exacting detail. These blue cards will only be accepted by the Early Education office to ensure appropriate compliance to all details. No child may attend until blue card is received.

This reservation is for _____ Grade _____ in 19/20.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Fill in requested hours in appropriate box.

A **non-refundable PREPAYMENT FEE OF \$100.00** must accompany this request. This has been implemented to ensure committed clients and allow for appropriate staffing levels.

SIGNED: _____ DATE: _____
PARENT OR LEGAL GUARDIAN

HOME telephone number _____ Prepayment fee: _____

Email Address (**required**) _____