

Washington Grade School District #52

Extended Care Program

2023/2024

Welcome to the Extended Care Program (ECP). We are a self-supporting program, housed at Lincoln Grade School. We are funded completely by the parents of the program's participants. We are excited about the prospect of caring for your child/children, grades K-5, while you are otherwise engaged.

PURPOSE

Our purpose is to provide quality care to your child/children before and/or after school. During this time, we provide play time, homework time, craft time, and a light snack.

HOURS

ECP will be open every day that school is in session. We will open at 6:30 A.M. The children will stay with the staff in the All-Purpose room until the first bell. They will then be released into the hallway to go to their classrooms. The children will go directly to the All-Purpose room when they are dismissed from school in the afternoon. ECP will stay open until 6:00 P.M.

Every effort needs to be made to pick up your children by their scheduled time. If, for any reason, you will be late picking up your child/children, please let us know in advance. If, for any reason, you do not pick up your child/children by 6:00 P.M. there will be a late fee charged.

Late fee of \$1 per minute beginning at 6:00 pm to 6:15 pm, and at 6:16 pm the fee of \$5 per minute thereafter.

FEES

ECP offers two different child care plans. Plan A is for a full time student who attends ECP daily Monday-Friday. Plan B is a part time plan for students who do not need child care on a daily Monday-Friday basis.

Plan A (Full time) calculates an annual fee based on \$5.00 per hour, with a one hour minimum, for the first child and \$4.50 per hour for each additional registered child in the family. The fee calculates the number of school days, 174, times the hourly rate. This sum is cost averaged into nine equal payments, September through May. Any time over the agreed drop off or pick up time will be billed as "extra time" at the rate of \$5.00 per hour for the first child and \$4.50 for each additional child in the family.

Example Monthly Cost for Plan A:

One child for **One hour in the AM per day:**

- \$5.00 x 174 days in year = \$870.00 – This is the hourly rate multiplied by the number of days. The sum is the total cost of the service.
- \$870 / 9 months = \$96.67 – This is the sum cost averaged over 9 months. The monthly payment for One hour in the AM would be \$96.67 for September through May. One hour in the PM will be slightly higher as it will include the Wednesday early dismissal days.
- Any time used over the contracted time will be billed as "extra time" at the rate of \$5.00 per hour for the first child and \$ 4.50 for each additional child in the family.

Plan B (Part time) is for students who will be not be attending ECP on a daily basis. You will be charged an hourly rate of \$5.50 per hour for the first child and \$5.00 per hour for each additional child in the family with a **MINIMUM charge of one hour per time period used (both AM and PM) per child.**

Monthly bills will be ready the first week of each month. Payments are due on or before the 15th of each month. There will be a \$10.00 late fee added to the next month's bill if payment is not received by the 15th of the month. Bills not paid by the end of the month will result in cancellation of enrollment in the Extended Care Program

ATTENDANCE

Parents will arrange a schedule at least one week ahead of time of when their children will be attending ECP. **Schedules are due by or before 8:00am Monday morning.** If the children will not be present at their regularly scheduled time, parents must notify ECP as early as possible. Chronic lack of notification (3 or more times in one month) will result in suspension of enrollment in the Extended Care Program for one month, after the first time, and dismissal from the program the second time. The ECP answering machine is on 24 hours a day for your convenience in notifying us of any changes. The staff will be expecting all children scheduled to be in attendance.

There is a sign in and sign out sheet that needs to be filled out every day. An adult must accompany each child when entering and exiting ECP. The adult will sign the child in every morning and sign them out every evening. If someone other than a parent or legal guardian is going to be picking up the children, we will need the person's name in our files. The children will not be released to person's who have not been previously cleared by parents. This is for the child's safety.

Again, if for any reason the child will not be present for an afternoon session of ECP that he/she is scheduled for, a parent must call ECP prior to 2:45pm at (309) 444-8902.

DISCIPLINE

Our rules are based on those found in the Parent-Student Handbook. These rules pertain to playground behavior as well as in general. The standards of behavior expected by the school system will not stop at 3:15pm, we expect the same behavior and respect.

We have adopted a discipline policy that includes a **"time-out"** type of calming routine and discussions with the children about the unacceptable behavior. If this is not effective, communication with the parent will follow. If the behavior continues, a discipline report will be written and a copy given to parents. If any child receives three discipline reports, enrollment in the Extended Care Program will be cancelled immediately following the third report. Examples of unacceptable behavior include, but are not limited to: physical aggression towards another person, being disrespectful toward staff or other children in the program, and bad language.

**Kathy Lee,
ECP Director**

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