

## Morning and Extended Care Policy 2017/2018

### Morning and Extended Care Schedule

Morning Care children are to be checked in at 8am in the Art Room (Room 3B). Children should be dropped off and picked up at the same doors.

Check-in by child's teacher at 1pm for Extended Care

Playtime

Snack

Rest Time

Prepare to go home

Extended care also follows the Hazelwood District Schedule of days off. Please see your handbook for the school year calendar. In the event of inclement weather, the extended care program may choose to close early. Phone calls will be made to notify parents/caregivers if this should occur.

### Items needed from home

Children need to bring a blanket, large bath towel, and a favorite toy for rest time along with a complete change of weather-appropriate clothing to be left at school for the week. Please have your child wear closed-toed shoes and send jackets/coats for outside play. Please be sure to label all belongings with your child's name.

### Late pick-up fees

Late fees will be applied to anyone picking up a child after the scheduled pick-up time. The Learning Center extended-care hours end promptly at 5pm and a late fee will be charged to cover the cost of the teacher who must stay late. You must notify the director (Angie) if you need to make any changes to your pick-up schedule. Please do this in advance of the changes.

Rates for late pick-up

5-15 Minutes late \$5

16-30 Minutes late \$10

Every 15 minutes beyond 30 add \$5

Please note. We have families who have paid registration for Extended-Care. We realize emergencies do occur, but please remember that, if your child is not signed up for Extended-Care, you cannot use Extended-Care and the above-mentioned charges will apply.

### Morning Care Teacher Information

Morning Care begins promptly at 8am. Children are to be checked in with their Morning Care teacher in the Art Room (Room 3B). You may contact a Morning care teacher at any of the following numbers, during Morning Care hours only. If you have any questions please feel free to call.

Mon.-Fri.. Ms. Lisa Dailey (314)712-7354

Mon.-Fri. Ms. Angie Rugger, Dir. (314)740-5256

Mon.-Thurs. Church Office (314)837-8555

### Extended Care Teacher Information

All doors into the building will be locked at 1pm. If you will be picking up your child earlier than your scheduled time, please feel free to call before you arrive to let the teachers know. When you arrive to pick your child up, please go to the Learning Center door via the sidewalk off the driveway and buzz for a teacher to let you in. You may contact an Extended Care teacher at any of the following numbers during Extended Care hours only. If you have any questions please feel free to call.

Ms. Lisa Dailey Mon-Fri (morning), Mon/Wed/Fri (evening) (314)712-7354

Ms. Lori Farley Tues/Thurs (evening) (314)223-5421

Ms. Monica O'Brien Mon/Tues/Thurs (evening) (314)322-0572

Miss Kristin Attig Wed-Fri (evening) (734)478-1580

Ms. Angie Rugger, Dir. Mon-Fri (early-evening) (314)740-5256

Church Office Mon-Thurs (314)837-8555

## Morning & Extended Care Registration Form

Dear Parents:

The Learning Center will once again be offering Morning & Extended Care hours for the 2017/2018 school year. Morning care hours are from 8am to 9am. Extended care hours are from 1pm to 5pm. Our regular 9-1 school hours will remain the same.

Morning Care 8am-9am

1 child— \$6 per day  
2 children—\$9 per day  
3 children—\$11 per day

Extended Care 1pm-4pm

1 child— \$12 per day  
2 children—\$19 per day  
3 children—\$26 per day

Extended Care 1pm-5pm

1 child— \$14 per day  
2 children—\$22 per day  
3 children—\$30 per day

\*These charges will apply regardless of the length of the time your child stays

Extended hours will be open to anyone enrolled in the Learning Center with an additional non-refundable \$25 registration fee per family regardless of the number of times this service is used. Registration fees and Extended Care tuition will be a separate fee from regular school registration/tuition fees.

Also, as a reminder, the Learning Center follows the schedule of the Hazelwood School District. Please review your Learning Center Handbook for additional information. Also, in the event of inclement weather, the Extended Care program may choose to close early. Phone calls will be made to notify parents/caregivers if this should occur.

We hope that this will be a great benefit to our Learning Center Families. If you have any questions, please feel free to call.

Thank you,

Ms. Angie  
(314)740-5256 (cell)  
(314)837-8555 (Church Office)

Please fill out and return the attached registration form along with the \$25 non-refundable registration fee.

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Child/Children's Name: \_\_\_\_\_

Please circle the days your child/children will be attending     **M**     **T**     **W**     **Th**     **F**

Please circle the hours your child/children will be staying

**8am-9am**

**1pm-4pm**

**1pm-5pm**

*\*A non-refundable registration fee of \$25 per family is due at the time of registration.*