

# Prince of Peace Extended Care Program Guidelines 2017-2018

## Registration

The registration fee is \$30 per family. Families must be preregistered before they can participate in the Prince of Peace Extended Care Program.

## Additional Information

You will be invoiced for all services used (i.e., AM, after care, PM, etc.). Payment of monthly bills will now be processed through FACTS. Fees will be posted to your FACTS account as a separate charge and drawn from your account on the 12<sup>th</sup> of every month. You will be emailed an invoice once the amount is entered into the system, and another email in advance of the draw as a reminder.

If your student(s) is/are picked up after 6pm, there is a \$1, per minute, charge for each student. To avoid sign-out concerns the official school time clock is used.

Only individuals listed on the Prince of Peace Extended Care Program Emergency Form will be allowed to pick up your student(s). If you are requesting anyone else for pick-up, you must email the extended care mailbox, submit a signed written request or contact the school office in advance. We will request this individual to provide a current photo ID upon their arrival.

Due to individual dietary restrictions, Extended Care students need to bring their own healthy snacks for after school. Water will be provided. Student(s) in extended care from 11:30-2:30pm will need to bring their own lunch.

Any federal and/or state filing statements, or Child Care Reimbursements needed, are now accessible through the FACTS website.

***Students will be expected to follow the guidelines of the school/program. Discipline issues will be handled by the staff and reported to the parents and/or principal. Consistent lack of cooperation may result in the student(s) being dropped from the program.***

I have read and understand these guidelines and I agree to abide by the policies, as stated.

Print name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_