



Welcome to Central Preschool & Kindergarten

EXTENDED CARE

We provide EXTENDED CARE (EC), a before and after-class childcare option, because many of our parents need flexibility in the time(s) they bring their children to and from school.

GOAL

Our goal is to provide a safe, secure and positive environment for children who need care before and/or after their scheduled class time(s).

EXTENDED CARE PHONE--(605) 370-1224

(Please use this after 4pm if you need to contact Extended Care)

DAYS AND HOURS OF OPERATION

- ❖ EXTENDED CARE is open from 7:30 – 5:30 p.m.
- ❖ EXTENDED CARE is only open on days when Central Preschool & Kindergarten classes are in session.

SCHOOL CLOSING/DELAYED OPENINGS

In the event of a school cancellation, there is no EXTENDED CARE. If the Sioux Falls Public Schools announce:

- ❖ **1 hour late start**=Extended Care still open at 7:30 a.m.
- ❖ **2 hour late start**=Extended Care will open at 11:30 a.m.
- ❖ Occasionally, if weather conditions deteriorate during the day, EXTENDED CARE will close early. Parents will be contacted as soon as a decision is made, and a caregiver will remain present until all children have been picked up by a parent or other authorized adult. Email and text alerts will also be sent.

ADMISSION POLICIES

- ❖ Any **potty-trained** child enrolled at Central Preschool & Kindergarten is eligible to be enrolled in EXTENDED CARE.
- ❖
- ❖ All enrollment forms for admission to preschool classes must be completed and on file, Extended Care registration fee must be paid and a signed copy of the EXTENDED CARE policy manual must be on hand before a child will be allowed to use EXTENDED CARE.
- ❖ **If a family's extended care account or tuition account is in arrears, their EXTENDED CARE schedule will not be honored.** In the event a child is left and the family account is past due, parents and or emergency contacts will be contacted to make arrangements for the child to be picked up.
- ❖ All children must be brought to and picked up from Extended Care by an authorized adult. Each authorized adult will need to be fingerprinted or create their own two four digit codes to sign in/out.
- ❖ Children must wear tennis shoes or soft-soled shoes and sturdy play clothes.

- ❖ Central Preschool and Kindergarten reserves the right to ask parents to withdraw a child from Extended Care who is not ready to function within a less-formal setting, or if parents do not comply with the policies of the school.

SCHEDULING

- ❖ Monthly **schedules are due in the office on Tuesday** for the scheduling of the following week. **All payments are non-refundable.** Extended Care is non-refundable. Extended care charges are incurred for time scheduled whether or not the child is present. ***(Please note schedules may be due on an alternate day if there are days off scheduled for that month. Schedules received after that alternate date will not be accepted due to our large numbers).**
- ❖ If you have a schedule that rarely changes, ask about keeping a master contract on file. This will eliminate the possibility of late schedule fees. Also, our Extended Care is completely full and will have to turn families away if contracts are turned in late.
- ❖ Payment **must** accompany each schedule. Schedules submitted without payment will not be honored. Master schedules may be paid on a weekly or monthly basis or have ACH setup through ProCare.
- ❖ Additional reservations can be submitted 24 hours in advance if room allows, and **must receive verbal confirmation** from Melissa, Pennie or Erin. Since last minute changes are not in the best interest of the program a \$8.00 change/late fee will be charged, in addition to the hourly rate of \$5.00 an hour.
- ❖ If no notice is given or a change is requested in less than a 24- hour time period, a \$15.00 change/no contract/drop-in charge will be in effect along with a rate of \$5.00 per hour.
- ❖ In the event that a child is not scheduled, verbal confirmation has not been given and EXTENDED CARE is full, parents will be contacted to make arrangements for their child to be picked up. The time that the child is in EXTENDED CARE before being picked up will be billed at the drop-in rate.
- ❖ If school is canceled, Extended Care will also be canceled. You will be credited back the hours that were scheduled for that day.

EXTENDED CARE will be billed and scheduled on the **even hour and half hour mark – quarter hours are not accepted.**

FEES

- ✓ \$5.00/hour – Normal fee for 1st child and additional children
- ✓ \$8.00 – No schedule (Schedules due on Tuesday the week before you need it)

CHANGE FEES

- ✓ \$8.00 + \$5.00 hour—24 hour notice (Change fee because schedule is already made up).
- ✓ \$15.00 + \$5.00 hour—less than 24 hour notice or want to add additional time that same day.

DROP IN FEE (No Schedule)

- ✓ \$15.00 + \$5.00 hour—This is for a drop in

EARLY DROP OFF/LATE PICKUP

****It is very important that children are dropped off and picked up on time****

- ✓ \$8.00—minimum charge—for early drop off or late pick up. (ex: if drop off is 3 min early/late you are charged a \$8.00 minimum charge.)

NON SIGN-IN AND SIGN-OUT FEE

****For the safety of the children...If your child is not signed in/out of extended care you will be charged \$10.00 each time.**

AFTER 5:30 Pick up

- ✓ \$20.00 for every 5 minutes after 5:30 NO Exceptions (ex: if 5:33 you will be charged \$20 if 5:37 you will be charged \$40).
- ✓ Schedules **can be** filled out on a weekly, monthly or yearly basis. If the schedule will not change from week to week we highly encourage a master schedule. Please stop by the office and we can explain more in detail if you are interested.

RATIOS

In order to provide a safe environment for both the children and the caregivers, Central Preschool & Kindergarten EXTENDED CARE maintains a ratio of 1 adult caregiver for every 10 children.

SPECIAL INSTRUCTIONS

In the effort to make your Child's EXTENDED CARE experience a pleasant experience please note special instructions on your submitted schedule such as: needs to nap, likes to sleep with his/her own blanket, needs reminders to use the potty or anything else you feel is pertinent.

POTTY TRAINING

In order to keep in ratio with teacher to child we ask that your child is potty trained. It is difficult to be in the bathroom helping with potty training and stay in ratio and the facility is not set up for potty training. Children must be able to 100% independently care for their toilet needs.

DISCHARGE POLICIES

Central Preschool & Kindergarten reserves the right to ask any parents to withdraw a child who is not ready to function within a less formal setting, or if parents do not comply with policies of the school.

Any schedules turned in with no payment or unpaid tuition accounts will not be honored. This is strictly enforced due to the large number of children we care for and needing to keep the teacher/child ratio accurate. If either account is unpaid, you will be asked to make other arrangements for child care.

LUNCHES AND SNACKS

Children must bring their own nutritious lunch. The lunch must be ready-to-eat. All fruits must be sliced and/or peeled at home. **No instant microwave mac n cheese will be allowed.** With the number of kids, microwave mac n cheese takes too long to make, but if already premade we will gladly warm it up. Milk is provided by the school. Please do not send food in glass containers. Please do not send silverware from home. Please label your child's lunch CLEARLY, and place it in the refrigerator. (We will put a tag on each lunch box, so please leave that tag on until the end of the school year). An afternoon snack will be provided at approximately 2:00 p.m. **No gum, hard candy, or pop is allowed in Extended Care.**

****Please tape a note on your child's lunch box if your child has a food allergy.****

TOYS

No outside toys (toys from home) are allowed in Extended Care.

CLOTHING

Children should wear or bring tennis shoes or soft-soled shoes and sturdy clothes appropriate for play; we discourage open-toed sandals. If your child is prone to “accidents”, please provide a complete change of clothes.

EXTRA CLOTHES

Please bring in an extra pair of clothes in a zip lock bag and labeled with your child’s name.

DISCIPLINE

When a child misbehaves, caregivers will redirect the child’s behavior and remind the child of what behavior is expected. If a child continues to behave inappropriately, he/she will have the choice of changing their behavior, or spending time in “The Think Space”. If the child chooses to go to the think space, he/she will be allowed to re-enter the group when he/she is ready to correct their behavior. Every effort is made to reassure the child that they are loved even though their behavior was not appropriate or acceptable.

ILLNESS/MEDICATION

A child with any of the following symptoms should be kept home from school, and should not be sent to EXTENDED CARE: runny nose (yellow/green discharge), red or runny eyes, coughing or sneezing due to cold or flu, sore throat, fever, diarrhea, vomiting or swelling of the neck, impetigo, head lice or pink eye. Children who come to school with these symptoms or develop them during their class time, will be separated from others and sent home. **Our 24 hour symptom free policy includes: vomiting, diarrhea, & fever. CPK defines a fever as anything 100.4 or higher.**

Children with a communicable illness, such as Chicken Pox or Influenza should be kept home as well. If your child has been in EXTENDED CARE during the incubation period of a communicable illness, please inform the school so that other families can be notified of exposure. Contagious diseases will be reported to the Department of Health.

No medications will be administered to a child without a signed written consent form. Please stop by the office to fill this form out. Medications must be clearly labeled with the child’s name and be left in the original container. Physician’s instructions must accompany any prescription medications. Medications should not be left in your child’s school bag, but should be given directly to the office.