

# **Extended School Care New Parent Orientation**

2023-24 school year



# Extended School Care

## Before School Care

- Begins at 7:00 am
- Includes breakfast, crafts, games, active play

## After School Care

- Includes snack, homework time, crafts, games, active play
- Ends at 6:00 pm

All locations are licensed by the PA Department of Human Services.

# Snow Days

- When school is closed/virtual due to snow, there is no care.
- 1, 2, or 3 hour delay = before care begins at 8:00, 9:00 or 10:00 am.
- Early closure due to snow, the program closes 2 hours after school dismissal. At the discretion of the school district, in severe weather conditions, the program may not be held and students will be dismissed at the early dismissal time. Please leave work immediately or have a back up pick up person in place for these days.
- A late fee of \$1 per minute will be charged to those who are late.

# In Service Day Care

- Full day care will be offered on 9/25, 11/20, 11/21, 11/22, 2/16, 3/25, 3/26, 3/27 & 4/10 at Bridle Path Elementary.
- Registration forms will always be via a google doc with the link sent out and available at your program location the month before care is offered.
- Care is held from 7:00 am-6:00 pm and includes activities, breakfast, lunch and snack.
- Registration forms must be submitted with payment (\$42.00) by the due date listed on the form.
- Use main entrance and bring photo ID when picking up your student.

# Early Dismissals

- Regular early dismissals 12:00 noon (BP and WF)/12:35 pm (All other schools)- 10/11, 10/31, 12/22, 1/19, 2/8, 3/7, 5/1 and the last day of school.
- Early Dismissal care is included in your tuition when it falls on your regularly scheduled afternoon ex. Wednesday, 10/11 - included for those scheduled to attend on Wednesday afternoons.
- Those wishing to purchase care on early dismissal days may call the office to inquire about availability. (fee - \$39.00)
- Reminders of early dismissal dates will be in the newsletter.

# Pick up/Drop off

- Drop off and pick up is held at doors listed in the newsletter.
- Please bring photo ID for pick up until the staff get to know you.
- Do not park in the fire lanes (please park in the designated parking spaces).
- Regular fire drills and emergency procedures are practiced during the program time.
- Each location has the same emergency evacuation location that is used by the schools.
- Letters with emergency relocation information will go out in September.

# Schedule Changes/Withdrawing

- Schedule changes are due to the office in writing by the 14th of each month and will go into effect on the 1st of the next month of care ex. 9/14 for October 1st.
- 30 days notice is required when withdrawing from the program.
- Because we offer flexible schedule options which cost more, we do not offer flexible scheduling for those enrolled for set schedules.
- Extra days may be purchased on a space available basis by calling the office.

# Medication

- If your student requires medication during program hours you must:
- Provide meds in the original container with the prescription label (for prescription meds) showing your student's name.
- Provide written instruction from the physician on the label (prescription meds).
- Complete the medication permission form for each medication required.
- Provide asthma and allergy action plans for those with EpiPens and/or inhalers.
- Provide action plans for other medical issues - ex. diabetes.



# Reminders

- Please call the site if your student will not be attending on a regular afternoon.
- Inform the classroom teacher of your child's after school schedule.
- Payments are divided into 9 equal monthly payments.
- Check and money order payments will be accepted as on time up to the 5th day of the month. No cash payments will be accepted.
- Credit card payments are due on the 1st of the month (see the website for credit card payment information).
- Monthly receipts may be obtained by contacting our office - 215-853-1039.
- We accept subsidized child care funds from Montgomery County - ELRC.

# Reminders

- Staff pick up K-2nd grade students at the classrooms each afternoon.
- 30 minutes of quiet homework time is provided Monday-Thursday afternoons.
- Health appraisals are required for all new students and those entering 6th grade.
- Parents are asked not to leave the child care areas before and after school.
- Personal belongings should be left at home.
- If you have questions or concerns at any time please contact the office or see the staff at your program location.
- Monthly newsletters will be in your bill.
- Menus/medication logs are available at your program location.

# Questions