



# 2024-2025

## EXTENDED CARE PROGRAM

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### REGISTRATION/WITHDRAWAL

The Extended Care Program follows all guidelines and policies in the Parent-Student Handbook.

Only students enrolled in Metrolina Christian Academy may register for the Extended Care Program. All students are required to enroll annually for the program. To register, log onto **Family Portal - School Information - Webforms - Extended Care Registration**. To withdraw your child from Extended Care, complete the **Extended Care Withdrawal** webform.

### HOURS OF OPERATION

The Extended Care Program will begin August 15, 2024. The program is held Monday through Friday. The last day of the program is May 21, 2025. The MCA Summer Camp Program will begin May 27, 2025.

#### **Before School Program:**

- K5 – 5<sup>th</sup> grades 7:00 - 7:45 A.M.
- 6<sup>th</sup> – 8<sup>th</sup> grades 7:00 - 7:50 A.M

#### **After School Program:**

- Kindergarten 2:15 – 6:00pm
- 1st – 5th Grade 2:30 – 6:00pm
- 6<sup>th</sup> Grade – Contact Extended Care Coordinator

### FINANCIAL INFORMATION

#### **Supply Fee: \$100.00**

Invoiced when registration is processed, due approximately 10 days after invoice date.

#### **Monthly Tuition Rate: September 2024 through May 2025**

Morning / \$100.00

Afternoon / \$300.00

Morning and Afternoon / \$340.00

Monthly Extended Care Tuition will be automatically processed with monthly academy tuition September through May. If academy tuition was paid in full or two payments, extended care tuition will be invoiced to your account as an incidental charge at the first of the month and due approximately 10 days after the invoice date.

#### **Drop-in Daily Rate:**

Morning / \$15.00

Afternoon / \$40.00

Drop in students are charged each day they attend extended care starting with the first day of school. Student accounts will be billed the drop-in rate for any child picked up after 3:00pm. Students **MUST** be registered for Extended Care to use drop-in service. Accounts will be charged when the weekly afterschool rosters are processed.

#### **Late Pick Up Fees:**

Beginning at closing time, late pick-up fees will be charged. The rate is \$1.00 per child for every minute you are late picking your child up.

Habitual tardiness (5 times) in picking up your child can result in dismissal from the program. Parents must call the lower school office to notify staff of any extenuating circumstances.

**Financial Policies:**

- Enrollment will be terminated and the student not allowed to attend if payments are more than two weeks past due.
- Fees will not be prorated for holidays or absences.

**COMMUNICATION**

You may reach the Extended Care staff by calling 704.882.3375 during the hours of operation. Daily contact between parents and staff is an important part of the program. By sharing information concerning your child's activities and welfare, we can work together to better meet each child's needs. It is extremely important that any change such as address, phone numbers, emergency contacts, and authorized pick-up information be kept current.

On occasion, our location will change, especially on inclement weather days. Parents will be notified of location changes by checking with our front desk to verify pick-up location.

**HELPFUL INFORMATION**

**Staff:**

The Program is operated with experienced staff and the direction of the Extended Care Coordinator and Director. The staff works together to help each child grow in a loving and nurturing atmosphere.

**Schedule:**

The Extended Care staff will provide a variety of supervised activities for your child. These activities will include arts and crafts, group games, indoor and outdoor games, story time and homework time.

**Homework:**

On homework days a supervised, quiet, time is scheduled in the program after recess. Each child is responsible for keeping track of his/her own homework assignments. The staff can provide assistance with homework but only if the student is clear about the assignment and is staying on task.

**Snacks:**

Students need to bring a water bottle and nutritious snack from home each day for the afternoon snack time.

**Electronic Device Policy:**

Students may use cell phones only at designated times. Cell phones must be shut off, powered down, and out of sight when usage is not allowed. If devices are taken away from students for improper use, they will be returned to parents. School iPads will be available for any required homework activities.

**School Breaks:**

The program will operate on some teacher workdays and school breaks. *Please check the on-line calendar for dates.* Children will need to bring a bag lunch and a morning and afternoon snack. Parents are asked to register one week in advance for these dates with the Extended Care staff so adequate staffing can be arranged based on the number of children who plan to attend. On occasion we will be offering field trips for some of these days. There will be an additional fee for field trips. You will be notified in advance of cost and options.

**Extended Care Calendar:**

A calendar will be available on our website and on Family Portal.