

# EXTENDED CARE PROGRAM | PRESCHOOL & PRE-K

OSL offers Extended Care for students before and after school. Families are billed weekly through their FACTS account for Extended Care charges.

## Hours of Operation

Extended Care is available Monday through Friday most days that school is in session:

- 7:30 AM to 7:45 AM
- 2:15 PM to 6:00 PM

## Late Fees

If a student is not picked up by closing time, **6:00 PM**, a late fee of \$1 per minute per child will be charged to the family's FACTS account.

## MORNING EXTENDED CARE

Our Morning Extended Care program begins at 7:30 AM in the cafeteria, then moves to the Early Childhood Center at 7:45 AM.

### Early Drop Off | 7:30 AM to 7:44 AM

Park in front of the cafeteria/gym building, and walk your child(ren) into the cafeteria to check in with Extended Care staff.

At 7:45 AM Extended Care staff will escort the students to the Early Childhood Center to continue their care.

### Drop Off | 7:30 AM to 8:44 AM

You may use the supervised car line to drop off your child(ren) in front of the Early Childhood Center, or you may park and walk your child(ren) to their Extended Care classroom.

## AFTERNOON EXTENDED CARE

### End of School Day | 2:00 PM

Any student remaining on campus at 2:15 PM will be cared for in our Extended Care program, including students waiting for their extracurricular activities which begin later than 2:15 PM. Any student remaining on campus after their extracurricular activity ends will also be cared for in our Extended Care program.

## PICK UP PROCEDURES

Parents must pick up their students at the Early Childhood Center:

- Drive up option: pull your car into the drive through line in front of the Early Childhood Center, and display the student pickup sign in the driver's window; or
- Walk up option: walk into the Early Childhood Center and tell the desk attendant your children's names.
- The desk attendant will check them out of Extended Care and call for them in the classroom.

**PLEASE DO NOT PICK UP YOUR CHILD DIRECTLY FROM THE CAFETERIA OR PLAYGROUND.**

We respectfully ask that you follow these procedures listed above, so we can keep all our students safe and accounted for.