

## **EXTENDED CARE PROGRAM**

The San Francisco School Extended Care Program offers a variety of activities suited to Preschool, Elementary, and Middle School students. The program opens at 7:30 a.m. each day and closes promptly at 6:00 p.m. Any student at school after 3:15 is in the Extended Care Program and must sign in with a teacher and sign out at the Library Desk when leaving. Activities range from art projects and outdoor play for Preschoolers, to violin lessons and supervised homework for Elementary students, and on to student council and competitive athletics for Middle School. Parents may register students for daily attendance, but the Extended Care Program is also available for specific enrichment activities or on a drop-in basis.

Preschool Day Care provides a warm and caring environment. The morning program includes the "Breakfast Club," not necessarily a substitute for breakfast at home, but a cozy time for several early arrivers to snack with the teacher. The afternoon program includes a circle time with singing and games, an early afternoon and a late afternoon snack, organized art activities, an indoor classroom with a complete array of Preschool pastimes, and our expansive outdoor area where children can run, dig, build, and swing. Before using the program, parents of Preschool children should discuss their daycare requirements or changes with their child's teacher.

The Elementary Extended Care Program offers a variety of scheduled activities, such as indoor arts and crafts, outdoor games and sports, clarinet and violin lessons, tutoring, computer activities, and chess. Students must register in advance for scheduled activities. In addition to scheduled activities that vary daily, students have the opportunity each day to play in the outdoor areas and work on homework with teacher supervision.

For many Middle School students, the Extended Care Program is a natural extension of their school day. Several activities integral to Middle School life occur at this time, such as the interscholastic athletic program. Additionally, there are other scheduled activities, such as art and recreational sports, music lessons and band, computer and chess. A community service option, in the first session of Extended Care, provides the opportunity for Middle Schoolers to be trained and supervised as junior counselors for the Elementary students in Extended Care. In the ensuing sessions, trained Middle School junior counselors can then assist and/or lead in Extended Care classes they have interest or expertise in (e.g., assistant, coaches, tutors, chess teachers.)

Students may not congregate or hang out outside of the school gate or on Gaven Street. Students waiting for rides should wait inside the gate and should sign out only when their ride has arrived.

The Elementary and Middle School Extended Care Class Listings are located on the Web site. You and your child should peruse the offerings and then submit your class registration via the Web site. Once registered to a class, your child may not withdraw without your written permission. Some classes (e.g., baking) have a limited class size and will be removed from the Web site sign-up once that limit is reached. Please do not sign your child up for special classes if they are going to stay only occasionally. For occasional attendees, the default class for Elementary is either Yard Play or Art, and the default class for Middle School is homework.

### **Extended Care Program Procedures and Fees**

#### **How Extended Care Fees Are Calculated**

Extended care and special class fees are charged in "blocks" that are purchased in advance of use. The rate is cheaper if you buy 100 or more blocks. The minimum purchase is 10 blocks. (See fee schedule on page 19.)

In general, with the exception of select Middle School programs (e.g., interscholastic sports teams), whenever children are at school before 8:00 a.m. and after 3:15 p.m., they will be charged for daycare. There will be additional blocks charged (on top of daycare) for special classes such as instrumental music and tutoring. These charges will be announced in advance of each session.

- Any child who arrives between **7:30 and 8:00** a.m. will be charged one-half **(0.5) block**. There is no charge for arrival after 8:00 a.m. before the start of school.
- The Extended Care program is divided into **two 90-minute blocks**. The first block is from **3:00 to 4:30 p.m.** Any child at school after **3:15 p.m.** will be charged one minimum 90-minute block.
- The second 90-minute block is from **4:30 to 6:00 p.m.**; however, if you pick up your child between **4:30 and 5:15 p.m.** you will be charged **1.5 blocks**; if you pick up your child between **5:15 and 6:00 p.m.** you will be charged **2 blocks**.
- If your child is signed up for tutoring, instrumental classes, or any other class with a special fee on top of daycare, the full semester fee (translated into blocks) will be recorded on your child's account at the start of the program. For example, if your child is taking violin lessons at a semester cost of 20 blocks for 10 classes, the full 20 blocks (approx \$135) will be charged to your child's account at the start of the program. In addition, your child will be charged one block for daycare until 4:30; 1.5 blocks until 5:15, etc. If your child is absent, they will be charged for the missed class but not the daycare fee for that day.
- If your child is not picked up by 6:00 p.m. when the school is officially closed, your child's account will be assessed a late fee of one-half block for each **minute after 6:00**.

### Sign In and Sign Out

- In the mornings and afternoons your child will be checked into extended care by the teachers on duty. For Elementary and Middle School, students will be signed into the specific afternoon activity for which they have pre-registered (see below).
- In the afternoons your child **must** be signed out of daycare with a legible signature **and** the time of departure. Sign-out sheets for Elementary and Middle School students will be located in the Library. The sign-out information is used to calculate the number of blocks as well as to let parents that call know if their child is still on campus or who picked their child up and at what time.
- If a carpool driver is picking up children from daycare, he/she **must sign out each child** that they are taking home. Middle School students leaving daycare on their own (with parental permission) should be instructed by you to sign out with the daycare teacher in the library.
- **Please Note:** If your child is not signed out, you will be charged 2 blocks for a full afternoon.

### Pre-Registration for Activities (Elementary and Middle School)

Parents are expected to pre-register their Elementary and Middle School children for daycare activities. The student and parent should review the afternoon activity schedules posted on the Web site. Then, complete and submit the registration form on the Web site. **If your child has not pre-registered**, he/she will be assigned automatically to the following:

- First through third grade: Art or Yard Play
- Fourth through eighth grade: Homework Hour

### When Daycare Charges Apply

**All Students:** Daycare is not charged when the parent is here for a parent conference or on official school business, such as a Board Committee or other volunteer assignment. Please note this on the sign-out sheet for that day.

**Preschool and Elementary students:** The regular daycare fee applies to all Preschool and Elementary Extended Care activities. This includes Elementary sports teams on-site or off-site that are coached by staff members and on-site that are coached by volunteers. Daycare fees will be charged if players are at school after 3:15 (when carpool ends), and/or if they return to school after the practice.

**Middle School students:** The following special Middle School activities are considered part of the regular school program and **no daycare fee will be charged** up until the activity ends (generally 4:30 p.m.):

- Club Activities (i.e., Yearbook, Amnesty International, etc.)
- Election Committee
- Student Council
- Interscholastic sports teams

All other programs are considered part of the extended care program, and your Middle School student **will be charged** the regular daycare fee on top of any other special fees that are announced. These include:

- Band
- Instrumental classes
- Homework Hour
- Tutoring
- Computer activities

	# of Billing Blocks		Purchase Options	Cost per Block	Total Amount
<b>Time Period</b>					
7:30 to 8:00 am	0.5		10	\$ 9.00	\$ 90.00
8:00 am to start	0		100 to 400	\$ 7.75	
3:00 to 4:30 pm	1				
3:00 to 5:15 pm	1.5				
3:00 to 6:00 pm	2				
<b>Daycare blocks are pro-rated for families on tuition assistance.</b>					