



## Extended Care– Grades K4-6

### Mission

ECS offers extended care to students K4 to grade 6 needing care provided either before and/or after school. Our mission is to provide a service with people who have a desire to provide a loving and caring atmosphere, in a controlled environment.

### Hours of Operation

- The extended care program is available Monday-Friday when school is in session and on early dismissal days.
- When school is not in session, ECS will provide a full day of service, **with the exception of the following holidays: New Years Day, Martin Luther King Jr. Day, President's Day Holiday, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Holiday (Wed., Thurs., & Fri.), Christmas Holiday 26th-28th (Mon., Tues., & Wed.).**

### Fees

- Please refer to the ECS Financial Agreement for an explanation of our fees.
- **Any students on campus after 3:45 p.m. will be charged the daily rate for extended care.**
- **Early Dismissal – Any student on campus after 12:30 p.m. will be charged the daily rate for half-day extended care.**
- **All Day Extended Care - Students may bring a lunch or purchase a school lunch. When arriving after 9:00 a.m. please call ahead to place a lunch order.**
- The center closes at 6:00 p.m. sharp and a late fee is charged per student for each fifteen minutes or fractional part thereof after 6:00 p.m.

### Extended Care Policy

- Each student must be checked in and out daily both at the cafeteria and at the preschool.
- No student will be released by staff en-route (i.e. walking from main school to the preschool). Only after students reach their destination will they be released.
- Any and all persons authorized to pick up must be 16 years of age or older to pick up and be listed on the child's file. Anyone else will be refused.
- No Authorizations will be accepted over the phone. All authorizations must be in writing by the parent or guardian.
- Persons not recognized by the office personnel will be asked for identification.
- To deter a parent who does not have legal custody of a student from taking them off premises, legal custody papers must be on file at the preschool.

I have read and understood the ECS Extended Care policies and procedures and agree to abide by them.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Student Information

Student's Name: \_\_\_\_\_  
(Last Name) (First Name) (Grade)

Student's Name: \_\_\_\_\_  
(Last Name) (First Name) (Grade)

Student's Name: \_\_\_\_\_  
(Last Name) (First Name) (Grade)

List any allergies & other medical information: \_\_\_\_\_

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## Parent Information

Father's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell# \_\_\_\_\_ Home #: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell# \_\_\_\_\_ Home #: \_\_\_\_\_

## Emergency Contact Information

Contact #1: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact #2: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Including the emergency contacts listed above, the following are permitted to pick up my child(ren):

Name                      Address                      Work #                      Cell#

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_