



## **Extended Care**

A ministry of Mansfield 1<sup>st</sup> Evangelical Presbyterian Church

399 South Trimble Road

Mansfield, OH 44906

419-756-0773

## **Extended Care Policies**

The following information is specific to the extended care program.

### **Sample Daily Schedule**

7:30 – 8:00 AM - Drop off/carpet play/free play  
8:00 – 8:15 AM - Bathroom break  
8:15 – 8:30 AM - Snack, they need to be here before 8:30 for snack  
8:45 AM - Escort children to scheduled preschool class  
8:45 – 11:45 AM – Extended Care closed  
11:45 – 12:00 PM- Clean up, bathroom break  
12:00 – 12:30 PM- Lunch  
12:30 – 1:00 PM - Free play, bathroom break  
1:00 – 1:15 PM - Story  
1:15 – 3:00 PM - Nap, rest time  
3:00 – 3:15 PM - Bathroom break  
3:15 – 3:30 PM - Snack  
3:30 – 4:00 PM - Free play, large motor, outside

### **Enrollment Information**

#### **Entrance Requirements**

In order to attend Extended Care, you must be enrolled in one of our Preschool programs and complete appropriate preschool registration paperwork. Also, a completed and signed Extended Care Agreement regarding schedule and fees must be on file.

- Age: The child must be **three years old and potty trained** to enroll the preschool.
- No pull ups are permitted, including rest time.
- All students must be able to attend to their toilet needs.
- A parent or guardian is required to have a tour of the facility with the director or his/her designees before a child can be enrolled.

### **Tuition and Fees**

#### **Extended Care:**

Morning extended care only – \$10 per day

Afternoon extended care only – \$20 per day

Morning/afternoon extended care – \$30 per day

Fees will be based on days and hours listed on Extended Care Agreement.

- Return Check Fee (fee from checks returned by the bank for insufficient funds) \$35.
- Late Pickup Fee (pick up is by 4:00 PM) 4:00 – 4:10 PM \$5 and an additional \$5 for every five minutes thereafter.

### **Additional Tuition Information**

Tuition remains the same regardless of holidays, attendance, attendance due to non-payment, snow days, or five week months. The tuition remains the same if you attend a partial month.

Tuition is based off a four week period. For example, all day extended care for three days per week would be \$90 per week x four weeks, \$360 per month, each month in addition to regular preschool tuition.

### **Daily Operations**

School hour and days: Monday – Friday 7:30 – 8:45 AM and 11:45 – 4:00 PM.

Extended Care is not drop-off childcare. You will need to follow a set schedule and any changes to your schedule including days, drop off and pick up times, need to be approved by the Director.

Extended Care is to be used only on days that your child regularly attends preschool.

### **Attendance**

Regular attendance is expected unless a child is ill. If your child will not be in attendance, please notify the preschool by telephone.

### **Arrival and Dismissal**

Please bring your child to the Extended Care room. Staff will take your child to their scheduled preschool room at 8:45 AM. Staff will return them to the extended care room at 11:45 AM. Staff must be made aware of each child's presence. At dismissal time, your child will be released only to the parent/guardian or person listed on the Pickup Authorization Form. Please pick up in a timely manner or a late pick up fee may be charged. (See fee schedule under Tuition and Fee section).

### **Things From Home**

Children are discouraged from bringing in toys from home. We will provide a variety of toys and activities throughout the day.

### **Snack and Lunch**

Our center will provide morning snack at 8:15 AM and afternoon snack at 3:15 PM. Each snack will contain at least two nutritional foods. Parents will be provided with a snack menu/calendar.

Parents are required to provide lunch for their child. The preschool provides 1% white milk at lunch. Please remember that your lunch must consist of nutritional foods from the following food groups: protein 1.5 oz, grain ½ slice of bread or ¼ cup pasta, and two foods from the fruit and vegetable group ½ cup. All food items must be stored in a lunchbox/bag clearly marked with your child's name. Lunches will be stored in the kitchen refrigerator. A

microwave and toaster are available to be used by staff if something needs heated for a child's lunch.

Please refer to the nutritional guidelines in the back of the handbook.

### **Nap/Rest Time**

Children will have a rest time each day. Rest time is from 1:15 – 3:00 PM. Please send in a large white garbage bag labeled with your child's name, containing a full sized blanket and pillow. It is okay to send small stuffed animals for your child to snuggle with during rest time. These items will be sent home using a rotating schedule for you to launder. Each child will be assigned a cot which will be labeled with their name for their exclusive use. Cots will be disinfected each week.

### **Emergency Closings**

In case of inclement weather, please listen to local radio stations WMAN 1400 AM, WVNO 106.5, Y-105 FM, or LOCAL TV STATION 68 VIEWED ON CHANNEL 15 or the WMFD website. Our school will be names specifically if we are closed. Please note if the preschool closes, extended care WILL be closed as well. Closing is at the discretion of the Director.

If area schools are on a two hour delay, please check for morning extended care closing only. You will be notified directly through the Groupme app if this occurs.