



# EXTENDED CARE STUDENT REGISTRATION

## 2018-2019 SCHOOL YEAR

The **NCA Extended Care Program (ECP)** is a before and after school care program for registered NCA students only. The program is available for our Preschool through 8th grade students. NCA ECP is available at our Primary School Campus for both morning and after school care, and our Middle School Campus for just after school care. The NCA ECP provides professional care, supervision, recreation and activities for your child before and after school hours.

### **HOURS:**

#### **Primary Campus**

Morning: 6:30 a.m. – 8:00 a.m.

Afternoon: 3:10 p.m. – 6:00 p.m.

#### **Middle School**

Afternoon: 2:50 p.m. – 6:00 p.m.

NCA ECP operates on school days when school is in session (with the exception of parent/teacher conference days). Any weather emergency or other emergency which may cause school to be cancelled will result in the cancellation of the Extended Care Program.

### **RATES:**

#### **Morning**

There will be a flat fee of \$5 an hour per child per morning. Hourly rate is charged per hour or any part thereof.

#### **Afternoon**

- Option 1: If your usage of the program is limited and you are not interested in a monthly fee, there is an option of \$5 per hour per child. Hourly rate is charged per hour or any part thereof.
- Option 2: If your usage of the program is consistent for afternoons, you can select the monthly billing option (billed September-May). This flat fee will cover the usage of the afternoon program from August 2018 through June 2019. Refunds will not be given for missed days. Flat monthly fee: \$250 for 1 child; \$380 for 2+ children.
- Option 3: If your usage of the program is consistent for both mornings and afternoons, you can select this option (billed monthly September-May). This flat fee will cover the usage of the morning and afternoon program from August 2018 through June 2019. Refunds will not be given for missed days. Flat monthly fee to cover both mornings and afternoons; \$305 for 1 child; \$465 for 2+ children.

#### **Sessions**

As there is ECP available in the morning only at our Primary Campus, when registering online please choose an option of either campus for the afternoon care.

The fees for extended care will be deducted along with your tuition payments by SMART Tuition on a monthly basis. Your tuition is a fixed amount and is deducted on the date you selected on your SMART enrollment form. The extended care will follow the same schedule and the amount for extended care will be added to the tuition. If you selected the flat fee, that amount will be added September-May. If you selected the hourly fee (or both), then the hourly amount will be added each month but could be on a three to four week lag to allow SMART to have adequate time to notify you of the amounts to be deducted. You will be able to see the amounts added when you log into your SMART account. SMART notifies each family approximately 10 days prior to the deduction, the amount that will be taken from your account (tuition plus extended care).



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## HOW ECP OPERATES:

Children will receive academic and recreational guidance. Sessions include time for homework, games, arts and crafts, and outdoor play. If a parent wants homework done before the child does anything else, please provide a note/email so the ECP staff is made aware of this request.

## General Guidelines:

1. Students report to ECP directly from their homerooms at dismissal time. Due to safety and security reasons, we require that parents do not pick up their children before 3:30 at the Primary School Campus.
2. Please remember to notify ECP in writing when your child/ren is to be picked up by someone other than those listed on the authorized pick up list. A contact phone number is required. The adult picking up your child must present a photo I.D. Your child will not be released without a note from you. A phone call from you will not be sufficient authorization.
3. Please try to arrange play dates in advance. Children are never allowed to call on their own to do this. We must have a note or email from you with the contact phone number if plans have changed and your child is to go home with another adult.
4. If your child/ren are scheduled for an after school activity on the day they are signed up for ECP (i.e. Girl Scouts, sports, choir, chess, etc.) and will be leaving from and/or returning to ECP, you must notify us in writing or email with the time they will be leaving and/or returning.
5. Please always remember to notify ECP when your home, work, and/or emergency phone numbers change.

## Registration/Late fee Guidelines:

Registration for the 2017-18 school year opens July 2, 2018. Please register online via SchoolSpeak. Each family is required to register their child/ren online via SchoolSpeak and pay a \$25 registration fee per child. This fee is non-refundable. Fees are necessary to support the program at both campuses.

We require at least a two-day notice in order to properly staff the program. Weekly program sheets should be filled out and returned by noon on Friday preceding the upcoming school week. Parents can pick up weekly forms at ECP (or email ECP Director: [dgaddini@ncaweb.org](mailto:dgaddini@ncaweb.org)) indicating the times/days they need for the upcoming week. If your schedule is always the same, you only need to complete the form once. A new form should be submitted if your schedule changes.

**Late Fees:** To show respect to our staff, children **must** be picked up by 6:00 p.m. daily or a LATE FEE will be assessed: \$5 for the first 15 minutes and \$1 for every additional minute after. After the third late pick up, the fee is raised to \$10 for the first 15 minutes and \$2 for every additional minute. A family that continually picks up late may be asked to make other arrangements for their child's after care.

## What Students Need for Extended Care:

- Snack and beverage
- Pencils to do their homework
- Appropriate outdoor garments
- Change of clothing for Pre-K and K

## FAQ'S:

**Are there any changes this year?** No. The ECP program options, locations and fees are the same as 2017-18.

**Can I switch the fee option choices back and forth each month as my schedule changes?** No. The flat fee nine month installment method assumes you will attend the ECP program on a regular basis throughout the year.

**Can I switch back and forth between campuses?** No. Due to safety issues, you need to select the campus that will be the best location for you to pick up in the afternoon.

**Is there an additional bus fee for my child/ren to be transported from one campus to another for the Extended Care Program?** No. NCA will assume the costs involved with Extended Care transportation.