



## Maryville Christian School Extended Care Program 2024-2025

### **Purpose**

The purpose of the Maryville Christian School Extended Care Program is to provide an environment where children can be safe and supervised after school. This program is designed to accommodate those families who are not able to pick up their children at school dismissal time due to work schedules.

### **Hours of Operation**

Extended Care is available Monday through Friday after school and is open until 5:30 pm.

Extended Care is not available during school holidays, professional development days, in-service days, or abbreviated days.

### **Enrollment**

Enrollment is open to MCS students from preschool through 8<sup>th</sup> grade. Siblings who are not enrolled at MCS are not eligible for this service. Parents who wish to enroll students in the program should go to [maryvillechristianschool.org](http://maryvillechristianschool.org) >MCS Life>Resources and complete the Google form contract. By completing this form, you are agreeing to the terms and conditions laid out in this document. A new contract must be completed every school year.

### **Food**

MCS does not provide food during Extended Care; however, you may send an after-school snack for your student(s).

### **Pickup**

- Students must be picked up by a parent/legal guardian or someone already on their pickup list. Extended Care personnel should be notified in writing if someone other than those already on the pickup list will be picking up a student(s).
- If students are not on the playground when the parents come to pick them up, parents must go to the lower school office door and ring the bell. Students will not be allowed to wait for parents outside.
- Extended Care closes promptly at 5:30 pm. If a parent anticipates being late picking up their student(s), someone on staff must be notified as soon as possible. A late fee will be added to the account. MCS reserves the right to dismiss a student(s) from the program after the 3<sup>rd</sup> late pickup.

### **Discipline**

Students participating in the Extended Care program are expected to adhere to the policies in the MCS Student-Parent Handbook. Students who are consistently disruptive to the program will be dismissed.

### **Illness**

The Extended Care program will follow the policies in the MCS Student-Parent Handbook concerning illness. If a student becomes ill during Extended Care hours, parents will be called to pick up the student immediately.

### **Medication**

Extended Care staff cannot give medication to students. Parents should make arrangements with the school nurse to give afternoon medications before school dismisses, or schedule medication to be taken at home.

### **Drop-In Policy**

Parents who do not need to leave their student(s) every day, but will need to use Extended Care occasionally, must still complete the Google form contract. Students who only attend Extended Care occasionally are still required to follow the MCS Student-Parent Handbook and Extended Care policies. Drop-in fees will be added to your FACTS account.

### **Fees**

Extended Care charges will be included in your monthly FACTS invoice and are due every week that the program is open whether the student attends Extended Care or not. Single days that are missed will not be deducted from the weekly fee. Fees are due by the 15<sup>th</sup> of each month.

Option 1:	After School - 5:30 pm	\$70/week
	Family Discount (2 students)	\$120/week
	Family Discount (3 students)	\$170/week
	Family Discount (4 or more students)	\$225/week

Option 2:	After School - 4:00 pm	\$40/week
	Family Discount (2 students)	\$70/week
	Family Discount (3 students)	\$95/week
	Family Discount (4 or more students)	\$115/week

Drop-In Fee	\$20/day per student
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Late Pickup Fee	\$15 per student up to 15 minutes after 5:30
	\$30 per student more than 15 minutes after 5:30