

EXTENDED SCHOOL DAY (ESD) PROGRAM / REGISTRATION FORM

The Reading Edge Academy has CHANGED the ESD program so please READ the new policy regarding the Extended School Day program (or ESD) which is available to ONLY 50 students at REA, under the following conditions:

- A. Registration is limited to the first 50 paid students. Any additional children will be placed on a waiting list.
- B. A non-refundable registration fee of twenty-five dollars per family is due upon registration.
- C. A fee of \$50 per week for childcare includes both morning and afternoon. Payment for the week must be paid **prior to childcare beginning each week**. For example: payment is due on Friday for the following week.
- D. Unexpected childcare is limited to 5 students daily and the \$5 or \$10 charge must be **paid when child is picked up that day**. (\$5 for less than 1 hour and \$10 for anything over 1 hour, 2 children \$9/hr and \$17/day.)
- E. Breakfast is offered to every student who attends morning care. The breakfast consists of one each, juice, milk, and entrée for the day. The cost is \$1.00 full price, 50 cents reduced price, and each item can be purchased separately. If a student wants a second item (ex. 2 milks) there is an extra charge of 50 cents. A second breakfast is at full price or \$1.00. Student breakfast charges will come out of your child's lunch account. Breakfast and lunch money should be sent to the classroom in an envelope marked lunch, child's name, amount, and teacher's name. Prepaying is always a wise choice.
- F. Your child will receive a snack and a drink. Quiet time is set aside for homework with assistance as needed. A schedule will be posted and a weekly newsletter may be available.

The times and fees for ESD Program for the 2011-2012 school year is as follows:

Times

Before school care 7:00 am – 7:40 am

After school care ends at 6:00 pm

Fees

If you only use morning care the charge is \$2.00 per day

\$50 for child care per week which includes morning and afternoon

1 child \$50.00 per week

2 children \$85.00 per week

More than 2 children – an additional \$30.00/wk for each child

NEW THIS YEAR:

Payment is due before each week begins. A \$5 late fee will be charged each week to any past due account.

Early Release Days: (ERD)

Wednesdays with a 1:15 dismissal time You must come in and sign your child out of ESD, the charges will be:

One child picked up no later than 2:15 is \$5.00. Two or more children picked up no later than 2:15 is \$9.00

Payment is expected in advance or on the day of service. If we must bill you for this service you will be charged the normal rates. Please register your child so we are prepared for the number of children in attendance on Wednesdays. These charges are based on a low number of additional children that will need ESD due to early release and are less than the normal fees for ESD. Should the number of students increase drastically and there is a need to hire more staff for ESD these charges may need to increase to cover the expense of additional staff.

RULES: for ESD

- Be prompt to pick up your child in the evening. Late charges of \$1.00 *per minute*, begins at 6:01 p.m.
- Escort your child into the building for before school care **and sign the child in**.
- We must have a signature each evening for your child in the attendance book. (located with group). Your child will not be released to anyone not on your pick-up list.
- If a parent or guardian fails to prepay for the upcoming week, student(s) will not be allowed to attend ESD until a payment is made. After 2 weeks of non attendance, the student will be withdrawn from the program and the spot will be given to the next person on the waiting list. A new registration fee will be needed to restart your child's attendance to the program.
- Appropriate safe behavior is expected from your child. Disciplinary strategies such as warning, time-out of various lengths, or loss of privileges (such as watching videos, crafts or playground time) will be used. If these do not work, your child may be suspended from attending the ESD program for up to five days. If the child's behavior does not improve after that, we reserve the right to revoke your child's privilege of attending the ESD Program.

There is a phone in ESD: You may call 386-668-8911. This is the school number and it will ring in the office until the office is closed. Please be patient when calling after hours, sometimes ESD is outside playing.

Early Release Days (ERD): The county calendar has mandated Wednesdays as early release days (ERD). If you do not pick up your child at the correct dismissal time they will be placed in Extended Day and you will be charged accordingly.

Tutoring Days: If you are late picking up your child from tutoring they will be placed in ESD. You will be charged \$2.00 for the first 15 min., \$5 from 15 to 30 min. and \$10 for any time after 30 min. Fees are payable when child is picked up.