



Extended Care Policies

In order for our school to meet the needs of our families, we are now offering extended hours of care for those who choose to use it.

In order to maintain some consistency and help you understand our expectations, we have put together a list of policies you need to be aware of.

- **BEFORE CARE POLICY** - Before Care begins at 8:00 am and ends at 9:30 am. If your child arrives at school any time before 9:15, he/she will be sent to the Before Care program and you will be charged the drop-in rate for that morning, unless alternate arrangements have been made with the Preschool Director.
- **AFTER CARE POLICY** - After Care begins at 1:30 pm and ends at 4:00 pm. If your child is picked up after 1:45, he/she will be sent to the After Care program and you will be charged the drop-in rate for that afternoon, unless alternate arrangements have been made with the Preschool Director.
- Please use the monthly sign up form to indicate the days/hours you will require care. If you plan to use the drop in option, please be aware that there is a separate fee for morning and afternoon. If your child stays for both, you will be paying for both.
- If your child is participating in an after-school program like Judo or Playball, and you would like them to stay beyond the end of the program, there will be a \$3 discount for that afternoon.
- All monies paid in advance are non-refundable, non-transferrable and cannot be carried over if your child does not attend.
- Drop in care will be on a first come, first served basis, based on availability and our minimum staffing requirements. Please do your best to let us know as early as possible if you plan to have your child attend an extended care session, and be sure to confirm with the Preschool Office that there is space available for your child.
- Before and After Care will be held in rooms 5, 7, 9 & 11 (The Cool Cats classroom)
- **DROP OFF POLICY** - When dropping off your child before school, please enter through the side door located on your right as you walk towards the entrance of the synagogue from the preschool area (not the preschool doors we use for carpool everyday). Your child should deposit all backpacks, lunchboxes and other belongings at the door to his/her classroom before entering the Cool Cat room. Please sign your child in to the

Before Care roster. Please drop off any car seats you may be leaving inside the door at the carpool area before you leave.

- **PICK UP POLICY** – If you are picking up your child before 3:50, please come in to get your child from the classroom. After 3:50 your child will be waiting for you in the carpool area.
- **SNACK POLICY** – If your child is staying after school, please provide a small shelf-stable snack that is designated specifically for after school.
- **DIAPER AND/OR WIPIES POLICY** – If your child is still in diapers, please be sure to pack an extra diaper for each session they are staying per day, marked for before/after care.
- Children who are housed in the building for 5 hours or more are required to have a short rest time. Please send in a towel or small sheet to cover their rest mat. Label it with your child’s name. This will be returned at the end of each week.
- **COMMUNICATION POLICY (HOW WILL YOU BE ABLE TO COMMUNICATE WITH OUR BEFORE/AFTER CARE INSTRUCTOR IF THE PHONE ISN’T GETTING THROUGH.** Should you need to communicate about the extended day program during school hours please contact the Director of Early Childhood Education at 770-977-3384. Should you be unable to reach someone on the main phone line, please call Debbie Deutsch’s cell phone at 404-663-7951 or Sheri Frohlich’s cell phone at 770-298-6583. If for whatever reason you are unable to reach someone on any of the lines above, you can call the main synagogue office at 770-973-0137. There is someone manning the phone from 9:00am – 5:00pm daily with the exception of Friday, when the office closes at 3:00pm.
- **PAYMENT POLICY** – Payment is due upon receipt of each monthly registration form. If you are taking advantage of the drop in option you will be billed monthly and payment will be due upon receipt of your billing statement. Should payment not be received before the 10th of the following month, your child will not be eligible to participate in the extended care program until such time as all accounts are up to date.

Each month you will be receiving a registration form. At that time, you will be able to select the payment plan that works best for you. There are two options to choose from as outlined below:

- The “**PRE-PAY**” rate allows you to receive care at a discounted rate by selecting the sessions you need extended care and paying for these sessions in advance.
- The “**DROP IN**” rate is available for those last-minute child care needs. You will be charged each month for the days your child has stayed and will receive a bill when you receive your child’s tuition envelope at the beginning of each month.

We hope that this program will allow your family some extra flexibility at a reasonable cost. Please contact, Director of Early Childhood Education, Debbie Deutsch at 770-977-3384 or debbie@etzchaim.net should you have any questions.