

## EXTENDED DAY CARE (EDC) PROGRAM INFORMATION

- 1. What is Extended Day Care?** Extended day care is a program for our students who need to arrive between 7:30 & 8:00 AM and/or need to stay after school between 3:00 & 4:5:00 PM. This program provides parents with flexible child care hours. ***Preschool students' parents please check with the Preschool Director for Preschool hours available.***

Our facilities close daily at 5:00 PM for grade school students and 4:00 PM for preschool students. Parents who arrive late to pick up their children from either and/or both programs will be charged a late pick-up fee of \$15.00 per student, for up to the first fifteen minutes and \$1.00 per minute, per student, thereafter. This fee is due and payable directly to the Day Care Staff on duty at the time of pick-up.

- 2. Who can use the program?** Any student enrolled in PVCS Preschool, PVCS grade school or middle school may use this program.
- 3. How do you use the program?** Before any student may participate in the EDC program parents must purchase an EDC Card through the school office. Prepaid card amounts vary for your convenience and for simple management of the program.
- 4. How are cards purchased?** Cards may be purchased at any time through the school office. However, parents are responsible for estimating their monthly day-care needs and **pre-purchasing** cards according to those needs.

Notices will be provided to parents when it is time to purchase new cards. Parents should purchase new cards promptly after receipt of notices and sufficiently cover any outstanding balance as well as anticipated use for the next 30 day period. Families who consistently have outstanding balances owed may be removed from the day-care program.

- 5. How is time charged?** Time is charged in 15 minute increments. Students arriving between 7:30 and 8:00 in the morning must be signed in by a parent, with a "drop-off" time on the EDC daily sign-in sheet. Students not picked-up by 3:00 PM daily will be signed into the afternoon daycare program by a staff member. Parents are responsible for signing their children out of the program when they pick them up. If children are not signed out with a "pick-up" time indicated, your card will be charged a full hour, or an average daily use will be charged. ***PLEASE REMEMBER TO SIGN YOUR CHILDREN IN AND OUT OF THE PROGRAM.***
- 6. How are cards validated?** EDC cards are kept on file at school. Validation of cards is done in 15 minute increments based on time calculated from the daily sign-in sheets. Time is rounded up to the next increment after the first five minutes has been used. When a family's card(s) has been completely validated, a notice will be sent home indicating that it is time to purchase a new card(s). Cards should be purchased immediately and sufficiently to cover any outstanding balance, as well as cover anticipated needs for the next 30 day period. Families who consistently have outstanding balances owed may be removed from the day-care program.
- 7. What about cards with remaining time or balances due at the end of the school year?** Cards with time remaining at the end of the school year will be rolled over to the next school from both preschool and grade school. However, there are no refunds on any remaining balances when your child leaves any PVCS program.

At the end of the year, all of the cards will be gone through and any time owed to the school will be billed to the families with outstanding balances. Statements with balances owed will be mailed prior to June 30<sup>th</sup>. Prompt payment of balances is greatly appreciated for close out of the school year.

**Please contact the Day-Care Supervisor/Preschool Director if you have any questions regarding the use of this program.**