



## EXTENDED CARE POLICIES 2011-2012

Good Shepherd Lutheran School offers the following extended care options:

1. ***Drop-in (half hour minimum charge)***

1 child	\$9.60 hour
2 children	\$16.15 hour
3 children	\$21.15 hour

2. ***Contracted Calendar Hours***

1 child	\$7.05 hour
2 children	\$12.35 hour
3 children	\$15.90 hour

***Late Calendar***

1 child	\$7.55 hour
2 children	\$12.95 hour
3 children	\$16.90 hour

**Calendars *must* be turned in by the 20th of each month unless otherwise stated. Those families turning in a calendar after the due date will have the hourly rate raised to the late calendar rate shown above. Calendars turned in after the last day of the month will be considered drop-in.**

Parents contracting calendar hours one month in advance will be charged the above rates for ***all*** hours indicated on the calendar with the following exceptions:

- If for work-related reasons you are unable to provide the office with your schedule a month in advance, we will accept updates **with one week notice**.
- Late charge for children present after closing is \$15 per quarter hour or any portion thereof, per child.
- **The state requires that you sign your child in and out. Any child not signed out will be charged until closing. If the sign-out time is missing or illegible you will be charged until closing. If signed up for Block Time or calendar until 6pm, you will be charged \$15.**

**Extended care will be charged during on-site preschool activities.**

3. ***Block Time*** (see rate sheet for additional information)

Block time is a more affordable extended care program for parents with very regular schedules. **Parents signing up for block time will be making a commitment for the entire school year** and will be charged a flat monthly rate. There are ***no refunds*** for illness, vacations, etc. However, in months with holiday breaks lasting a week or longer, fees will be pro-rated. If changes occur in your life and you need to drop block time, you must contact the office immediately. If you need to use additional hours during the month, you may use the drop-in service and will be charged accordingly. **Block time and contracted calendar hours cannot be combined.**

If you do not understand the terms presented, it is very important that you contact the school office before signing up for either block time or contracted calendar hours.

Normally the rates as published remain the same through the school year. However, the School Board reserves the right to change the extended care rates with thirty days notice if necessary.