

Corkran Preschool & Kindergarten
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Extra Care Program Policies & Procedures - School year 2024-2025

Our Extra Care Program is available for your child each day your child attends school. Our Before Care program operates from the hours of 7:00 a.m. – 9:00 a.m. Our After Care program operates from 1:00 p.m. – 5:30 p.m.

Rates are charged according to the specified Time Block period your child is in attendance. Once your child has been signed in for the day, the following Time Block Rates apply. Rates apply when your child is in the Extra Care Program any time they are here during the allotted times, whether or not, they stay the full time period within the specified Time Block.

The following Time Blocks are available at the specified Rates:

TIME BLOCKS AVAILABLE	DAILY RATE	WEEKLY RATE
7:00 a.m. – 9:00 a.m.	\$25.00	\$80.00
1:00 p.m. – 3:00 p.m.**	\$25.00	\$80.00
1:00 p.m. – 5:30 p.m.	\$50.00	\$175.00
2:00 p.m. – 5:30 p.m.	\$45.00	\$135.00

****When your child stays during the Time Block period of 1:00 p.m. – 3:00 p.m., if you arrive more than five minutes after the scheduled Time Block period ends, you will be charged the amount of the following Time Block period. No exceptions will be made.**

Of course, your child can always use our Extra Care Program on a Daily Drop-In basis. However, if you plan on using Extra Care on a regular basis, please let us know by checking the appropriate selections on the Extra Care Registration Form. Letting us know this in advance not only allows us to plan accordingly, but it also secures your child's spot in our Extra Care Program.

If your child is signed into Before Care prior to 8:15 a.m., they will be served Breakfast. If your child is staying for After Care, and will be with us at 3:30 p.m., they will be served an Afternoon Snack.

If your child is staying for After Care, we ask that you bring a small blanket for him or her, to use while resting on their provided cot. If we must provide your child with a blanket, you will be charged a \$10.00 blanket fee, and the blanket will be yours to keep. If we must provide your child with a naptime cot sheet, you will be charged \$8.00, and the sheet is yours to keep. As we are adhering to standard Covid procedures, cots will be disinfected daily, to keep germs from spreading. **We ask that you take your child's blanket and cot sheet home every Friday, to wash them.**

Extra Care rates are billed at the end of the month, and due with the next month's tuition payment. Just like the tuition payment, any Extra Care rates not paid by the 15th of the month, are subject to a \$25.00 late fee.

At the close of school, it is important that your child be picked up promptly. Children **MUST** be picked up by 5:30 p.m. If the child is not picked up by that time, a **late fee will incur at 5:31 p.m.** The Late Fee charge is **\$5.00 for every 1 minute** after 5:30 p.m. If you incur this fee, it **MUST** be paid the following school day, or your child **WILL NOT** be allowed to use the Extra Care Program until it is paid.

Absence Policy: Since absenteeism, emergency days, and snow days are unplanned and unpredictable, the weekly or monthly fee will NOT be adjusted. If school is cancelled due to inclement weather, or any other unforeseen circumstance, there will be no Extra Care Program. If school is delayed by two hours, we will open Before Care one hour early, and the morning Time Block rates will apply. For example, School opens at 11:00 a.m., Before Care will open at 10:00 a.m. In the event there is an early afternoon dismissal, afternoon Time Block Rates will still apply. If your child does not attend class, then Extra Care cannot be used for that day.

PLEASE NOTE: Your signature will be required on the Daily Attendance Record sheet upon daily drop off, as required by the MSDE (Maryland State Department of Education) Office of Childcare. Your signature is also required on the Extra Care Attendance Record sheet **EVERYTIME YOUR CHILD IS DROPPED OFF AND PICKED UP.**