



## **Preschool Extended Care Policies 2025-2026**

The Preschool Extended care program will provide a safe, relaxing, and fun environment for all children and staff. This program provides a service to the parent community of Little Saints Preschool. Quality childcare is a priority in meeting the needs of parents and children.

### **Hours of Operation and Pricing**

#### **School Days**

Preschool Extended Care is open every day that school is in session.

During the school year:

**Mornings - 7:00am - 9:00am - \$7/hour/child**

**Afternoons - 3:00pm – 5:00pm - \$7/hour/child**

**Drop-in-Service (No Registration Form on File) - \$10/hour/child**

#### **Early Closure**

Extended Care may close early on days when special events take place such as Halloween, school concerts, and other special school events. Advanced notice will be given.

#### **Inclement Weather Closures**

If school is canceled in the morning due to the weather, Extended Care will also be closed. If school begins as normal but closes mid-day due to the weather, the Extended Care will remain open for one hour past the release time so that parents are able to pick up the children.

### **Billing**

On the regular school days, families registered for the Extended Care must sign up ahead of time for the days each child will attend. This will be done on a monthly basis. Our bill will reflect these days. If your child is not in attendance due to illness or other issues, parents are allowed to call in to excuse the student from the program and the fee will be waived for the day. **The key is good communication.** If the program is expecting the student and no communication has been made, then a fee will remain. Families will be billed at the end of the month. Payment is expected within 10 days of receiving the invoice.

## **Behavior Expectations**

Students who attend the Extended Care program are expected to behave in a manner that is typical with school day expectations of behavior. This program is an extension of our school and not a separate entity.

## **Injury and Illness**

### **Illness:**

A child who is ill will not be allowed to participate in Extended Care. All school procedures will be followed. A student must be free from diarrhea, fever, and vomit for at least 24 hours before they will be allowed in the program. If a student becomes ill while in the program, parents will be contacted and expected to pick up the student within the hour.

### **Injury**

Prompt care and attention will be given to the student if injured. Minor injuries will be treated under standard first aid practices with soap/water/Band-Aids and ice. The Extended Care staff will contact the parents if the injury is of a more serious nature. 911 will be called for serious injuries. The students will be kept comfortable until the parent or medical assistance arrives.