



EXTENDED CARE POLICY 2022-2023

(Last Updated: November 16th, 2022)

Overview: The Banner School Extended Care program is available for Banner students in Pre-K through 8th grade, with before and after care offered daily during the school year. The program provides adult supervision from 7:00 a.m. until 8:15 a.m. before school, and 3:00 p.m. until 6:00 p.m. after school. P.M. after care will NOT be available on early dismissal days. In the event of inclement weather, parents will be notified of extended care cancellations as early as possible.

Sign-Up: Sign-up for Extended Care occurs every month, with a digital form available to parents on the 15th of the month PRIOR to the sign-up month. (ex. Form posted Oct. 15th for November care) This form will be available via the weekly Bobcat Bulletin, TeamUp parent calendar, and the school website. Please note that the dates signed up for will be invoiced even if they are not used (with exceptions for special circumstances). The Extended Care program plans for staffing according to the sign-up numbers.

Drop In: Extended Care offers a drop-in option for unexpected schedule changes and emergencies. You may drop off your student as normal in the morning, and the Extended Care supervision will note your child as a drop-in. For the afternoon, please notify the Front Office (301-695-9320) and Extended Care phone (240-586-3897) if your child will need to stay after. If a student is not picked up by 3:15 following school dismissal, the parent will be contacted, and they will be brought to after care.

Rates:

<u>Per Day Fee</u>	<u>AM Only</u>	<u>PM Only</u>	<u>AM/PM</u>
First Child in Care	\$10.00	\$20.00	\$29.00
Each Sibling	\$6.00	\$9.00	\$14.00
Drop-in Care/Per Child	\$17.00	\$29.00	\$43.00

Billing: Extended Care charges will be invoiced at the end of every month through FACTS. Payment terms will be 10 days from the date of posting, after which a 4% late fee will be charged. Payment may be received online through FACTS, or via cash or check at the Front Office.

Student Pick-Up: Please be advised that afternoon Extended Care employees will ask to see ID for student pickups. Employees assigned to afternoon Extended Care vary from week to week and may not all be familiar with regular pick-up individuals. The ID check allows our staff to cross-reference with the student's designated pick-up list. If you will be having an alternative adult not included on the pick-up list coming in the afternoon, please call the front office or extended care phone to advise.

Late Pick-Up: Following the end of Extended Care at 6:00 P.M., families have a 5-minute grace period before late charges begin. A charge of \$15 will be added in the first 5 minutes after the grace period, followed by \$1 per minute thereafter. This fee is meant as both a deterrence to repeated late pick-ups and to cover the cost of paying a teacher or director to stay late with the child.

1st Instance – Warning given.

2nd Instance – 2nd warning and administrator contacted.

3rd Instance – Removal from extended care program.