

Mascoutah CUSD#19

Extended Time Program Guidelines

- Extended Time (E.T.) is a tuition-based childcare program offered thru MCUSD#19.
- Extended Time is a Before School Care and an After School Care program.
- Students enrolled in Kindergarten through 5th grade are eligible to register.
- An annual registration fee of \$20.00/per child must be paid before the first day of attendance in E.T. programs. E.T. registration forms are available at school registration, on the school website and in the school office.
- The annual registration fee will be charged once per child and will be applied to both programs if you enrolled your child in both programs.
- Before School Care (B.S.C) will begin at 7:00am and end at 8:00am.
Cost: \$5.00/per day per child (regardless of drop-off time)
- There will be no B.S.C. program on late start days or on days of no school attendance.
- Breakfast will not be provided in B.S.C., please do not send food with your student. School breakfast is available starting at 8:00am in the school cafeteria.
- All students must be signed in by an authorized adult when arriving to B.S.C. in the morning.
- After School Care (A.S.C) will begin with the dismissal of students at 3:25pm and end at 6:00pm.
Cost: \$10.00/per day per child (regardless of pick-up time)
- There will be no A.S.C. program for students on early dismissal days or on days of no school attendance.
- Students will be provided a drink and a snack in the A.S.C program.
- All students must be signed out by an authorized adult when leaving A.S.C. in the evening. Students will not be released from A.S.C. into the care of another individual, unless he or she is listed on the registration form and has proper identification.
- Parents arriving after 6:00pm will be charged an additional fee of \$10.00 per students per every 15 minutes. After three(3) late pick-ups, a child will no longer be eligible to attend A.S.C.
- Every afternoon in A.S.C. there will be an allotted time when students can work on their homework and receive assistance. This is *not* mandatory for the students, but can be requested by parents.
- Students participating in the Extended Time program will be expected to behave and follow school rules. Disobedience will not be tolerated and will result in written behavior notice. Upon the occurrence of the third written behavior notice the student will be suspended for a week with loss of weekly fees. If a student receives a fourth written behavior notice, the student will no longer be able to attend the program and all fees paid will be lost. All decisions rest solely with the Extended Time Program Director.
- Payments are due during the week of service. **After two(2) weeks of non-payment, your child will not be able to attend until the amount is paid in full.** There will be no refunds given for absences. If your child attends more days than you have paid, you must make up the difference the next time you pay. We would prefer all payments to be paid in the form of a check, cash or e funds.
- There will be a **maximum charge of \$20.00 a day/per family** at Extended Time programs.
- **Students Arriving Too Early:** Students not registered in Before School Care are not to arrive or be dropped off at school before 8:00am. Students who are on school grounds before 8:00am will be sent to Before School Care. If a parent drops off too early a second time, they will be required to register their student(s) in the Extended Time program and pay the appropriate fees per student. (a one time \$20.00 registration fee and a \$10.00 daily fee).
- **Students Picked Up Late:** Students considered “pickup” or “car riders” and who are not picked up 10 minutes after dismissal time will be sent to After School Care. Parents arriving late must park their vehicle on the left side of the drive and go into the school office to sign out their child. If a parent is late a second time, they will be required to register their student(s) in the Extended Time program and pay the appropriate fees per student. (a one time \$20.00 registration fee and a \$10.00 daily fee).