



Extended Care Information 2020-2021

Dear Parents,

We are pleased to offer you information regarding enrollment in our Extended Care program for the 2020-2021 school year. Before care is offered for all students from 7:00-7:45am. Aftercare for PreK2-PreK4 is available from 2:30pm-6:00pm and for K-8 students from 3:00pm-6:00pm. It is also offered on most early dismissal days.

In order to utilize the Extended Care program, each family must have a signed registration form prior to a student attending our Extended Care program. There will be a registration fee assessed for all students attending Extended Care and will be processed through FACTS the first week of school. The fee for 2020-2021 is the same as last year, \$40 per child and \$60 per family (do not send a check, all charges will be handled through FACTS).

Extend Care is not available for the following days: faculty retreats, professional development days, holidays, vacations, the first and last day of school, the day before Christmas Break and other days as determined by SFA. (Please visit www.sfa-school.org to view the SFA calendar of events). If school is closed due to government mandate, a credit to reflect missed pre-registered aftercare days will be applied to the next charge for aftercare. This credit will be applied directly to the FACTS account. This credit is not compensable for cash. It may be applied against a balance due or the following fiscal year if circumstances require. This credit will be provided only for instances of mandated building closure, not for general student absence or parental choice to withhold attendance.

Extended Care Fees for 2020-2021:

Days of Attendance Per Week	Before Care Monthly Fee (Circle One)	After care Monthly Fee (Circle One)
5 days	\$110	\$240
4 days	\$105	\$210
3 days	\$100	\$180
2 days	\$85	\$140
1 day	\$50	\$95

Before/Aftercare Registration Form 2020-2021

Parent/Guardian Name: _____ Phone: _____

Parent/Guardian Name: _____ Phone: _____

CHILD (please use a separate form for each child):

Last Name:	First Name:	DOB:	Grade:
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Before Care:	(Circle days of attendance)	Monthly Rate	Monthly Amount:
5 days per week		\$110	\$
4 days per week	M T W Th F <u>Varies</u>	\$105	\$
3 days per week	M T W Th F <u>Varies</u>	\$100	\$
2 days per week	M T W Th F <u>Varies</u>	\$85	\$
1 day per week	M T W Th F <u>Varies</u>	\$50	\$
Total Monthly Fee for Before Care:			\$
After Care:	(Circle days of attendance)	Monthly Rate	Monthly Amount:
5 days per week		\$240	\$
4 days per week	M T W Th F <u>Varies</u>	\$210	\$
3 days per week	M T W Th F <u>Varies</u>	\$180	\$
2 days per week	M T W Th F <u>Varies</u>	\$140	\$
1 day per week	M T W Th F <u>Varies</u>	\$95	\$
Total Monthly Fee for After Care:			\$

ALL PAYMENTS FOR THE COMING SCHOOL YEAR WILL BE COMPLETED THRU FACTS ACCOUNTS

I agree to enroll the child listed above in SFA Extended Care program. I have circled the days my child will attend. I agree to pay the monthly fee for Before Care and/or for Aftercare or the drop-in rate as indicated above. I agree to pay monthly fees on the due date in FACTS. I understand that failure to pay charges by the due date will result in a \$10 late fee, and that in the event that my bill is past due over 30 days my child will be removed from the Extended Care program. I agree to be charged \$40 per child or \$60 per family as a registration fee.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Extended

Care Reminders 2020-2021

1. The Extended Care program begins on **Tuesday, September 1, 2020 for 2-8** and **Wednesday, September 2, 2020 for PK-1st**.
2. Anyone who comes to pick up the child must be listed on your Emergency form. All adults that the teacher does not recognize will be requested to show I.D. the first few weeks of school.
3. Maryland State Department of Education REQUIRES the following forms be filled out entirely prior to being enrolled in Extended Care. One copy of each form is included if you need it.
 - Emergency Form (we will make copies for PreK students, all other grades must fill out)
 - Health Inventory (we will make copies for PreK and previous students, new students must fill out)
4. Payment Procedure: Fees remain the same for each month. The contracted amount is due each month, regardless of school holidays, family vacations, illness, inclement weather, etc.
 - The number of contracted days are per week and not an average per month. Time that your child spends in aftercare after participating in an afterschool club such as STEM Club or Great Books is charged at the full amount. There are no partial rates for before or after care services regardless of time spent in Extended Care.
 - Parents are required to pay the fee by the due date using the FACTS payment system.
 - It is the responsibility of the parents to notify the SFA Before/Aftercare coordinator, Bri Genter at genterb@sfa-school.org in writing of withdrawal from the program or of any change in the level of attendance that would require a fee adjustment. Two weeks prior advanced notice is required.
 - Payment of fees must remain current to ensure the child's continued enrollment in the program. Families with bills outstanding over 30 days will be dropped from the program. Reinstatement will depend on payment of the overdue bill and space availability.
5. Fees for late pick-up (\$1 for every minute after 6:00 PM) will be applied directly to your FACTS account as an incidental fee.
6. Inclement Weather Procedures: If the school closes early due to inclement weather, SFA Extended Care will be closed as well. We ask that parents make every effort to pick up their child from school as soon as possible so our staff can make it home safely. If the school opens late due to inclement weather, Before Care services will be offered beginning one hour before the start of the late opening. All parents will receive an AlertNow notification from the school for any late openings or early dismissals.