

CKRS Extended Care Program Registration, Information and Rates

Christ the King Extended Care Program is supervised by CKRS Faculty and Staff and is a safe and convenient way to provide before or after school supervision and care for your child(ren). The program provides both morning and afterschool services on all regular school days. Please fill out this form and return it the Front Office Staff if you plan to use this service for your child(ren) on a regular or Drop-in basis.

Child's Full Name: _____ Grade: ____ Special Medical Concerns Y or N

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**** If Yes, please contact Mrs. Hartman with the concern or medical care needed.

Name of person(s) & relationship to child who will usually be picking up the child (ren) & cell number:

Contact Information of Parents/Guardians between 2:30 and 5:30 p.m.

Name & Cell: _____

Name & Cell: _____

Additional emergency contact other than the parent/ guardian/or person who would usually pick up the child who also could be contacted in case of an emergency if needed:Emergency contacts must be located within a 15 minute drive to CKRS.

Name & Cell: _____ relationship to child _____

Please circle all the days and times that you will need for extended care. If your work week/days rotate each week/month please just note that on the bottom of the form. Thank you.

A.M. 7:00-7:45	Monday	Tuesday	Wednesday	Thursday	Friday
A.M. pick-up by 3:45	Monday	Tuesday	Wednesday	Thursday	Friday
P.M. pick up by 4:45	Monday	Tuesday	Wednesday	Thursday	Friday
P.M. pick up by 5:30	Monday	Tuesday	Wednesday	Thursday	Friday

Based on my preferences, I plan to use Aftercare _____ days a month and my pick up time will generally be at _____ o'clock.

******* If your schedule changes weekly or monthly, just note it below in the footnote.**

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Daily Routine/Procedures

Morning Care occurs in the school cafeteria. Please ring the bell for early admittance to the school building Mrs. Dunn and Mrs. Bigos alternate in supervising Morning Care.

Aftercare will be supervised by a member of the CKRS Faculty each day. Although the teacher in charge will change day to day, the program will be the same. Mrs. Marie Mound will coordinate the program and be present each day to help supervise the children. Her email is MMound@ckrs.org if you need to reach out to her for any regular concern or question during the school year or contact Mrs. Hartman at ahartman@ckrs.org. in case of an emergent issue.

2:45-2:55: Children will be gathered outside for aftercare attendance to be taken.

3:00 - @3:45: Children will get a snack, use the bathroom if needed and have outdoor play/activity and then be brought back inside.

3:45 – @4:45: Children will have a Quiet Work /Quiet Play Hour and have guidance to do their homework or to play educational games using school electronic devices. They also may also choose to read, play Legos, color, do a puzzle, or engage in another quiet self-contained activity from their sent from home “Aftercare Fun Box” that we will keep in aftercare.

4:45-5:30: Remaining Children will socialize and watch a movie or play a board game.

All Children must be signed out by a pre-identified designated adult. Identification will be required for all parents/guardians/adults who may be designated as an approved pick-up person but are unknown or unfamiliar to our Extended Care Staff.

All CKRS School rules apply during extended care programs and those using the service are expected to follow those rules in regard to his or behave and interaction with other children.

Fees for extended day services:

Families will be billed each month based on your projected use of this service for the coming month. For the safety and wellbeing of the children, aftercare is held in the common use areas of the school such as the cafeteria, gym or outside playground under Adult supervision. There will be three pre-paid fee structures for aftercare services that will be processed through your FACTS account as a direct withdrawal each month. If you have questions about your bill, please contact our business manager Anna Callaghan

Rates listed below are per registered child/per day. Family rates are available for families with more than one child from the same family who attend multiple days. A lower weekly rate for children who attend on a consistent 4 to 5 days-a-week basis /16-20 days a month

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rate will be given a 15 % discount. Families with more than one child who consistently use the service more than once a week will be given a 20% of their total family bill.

Morning Care: \$10 a day Drop off begins at 7:00 a.m.

Afterschool Care begins at 2:45p.m. and ends at 5:30 p.m.

2:45 -3:45 p.m. pick-up - \$12.00 per child per day includes Snack

3:45 - 4:45p.m pick-up - \$18.00 per child per day

4:45-5:30 p.m. pick-up - \$24.00 per child per day

All Children MUST be picked up by 5:30. There is NO Staff available past that time. Please use your emergency contact person if you are unable to get to school by 5:30 p.m. Emergency Contacts should all be within 15 minute drive to the CKRS School Building

There will be no after-school extended care on early dismissal days which usually serve as a faculty meeting day or right before a long Holiday weekend or break. Please plan accordingly.

DROP IN RATE IS \$15 up until 4:00 or \$25.00 for care beyond 4:00p.m until 5:30.

A parent note or email must be sent to the office on or before the day of that extended care is being requested along with this registration form and all required contact information.

Due to the set cost of salaries of the scheduled staff, we are unable to parse the hours for an early pick-up or make refunds for unused time each month. No price adjustment will be given for activities done during after-care hours such as a Sports team or club. A full fee will be charged for that day even if your child arrives late to aftercare. Persistent lateness in picking up your child at your designated time slot will result in being charged for the extra hours on your next month's bill.

According to your response on the attached registration form, a monthly usage bill for September will be calculated and your FACTS account charged. Subsequently, at the end of each month, you will be asked to estimate your projected usage for the following month and then be billed the last Thursday of each month for the hours you indicate as needed that month. Billing will be handled by our Business Manager, Anna Callaghan.

Morning care and Afterschool care will begin on Thursday September 8th.

If you have any immediate questions or concerns, please contact Mrs. Hartman via email. ahartman@ckrs.org.