

EXTENDED SCHOOL CARE (ESC) REGISTRATION INFORMATION & PROGRAM FEES

The Extended School Care Program (ESC) of Redeemer Christian Academy exists to provide a safe, secure, and caring home-like, Christian atmosphere for children enrolled in the school. This program is particularly for children whose parents need to provide care for their child/children before or after school. In addition to providing for the physical care of children, the program of extended school care will provide settings and programs of Christian nurture for children.

REGISTRATION

Parents registering their child must complete and submit the Registration and Payment Agreement and the Identification Form. A registration fee of \$25.00 must accompany these forms prior to participation in the program. The registration fee is non-refundable and does not apply to tuition.

CARE FOR REDEEMER STUDENTS NOT SCHEDULED FOR ESC & NOT PICKED UP BY 3:10 P.M.

Due to increasing liability, students are not allowed in the school building or on the school grounds without supervision any time after 3:10 p.m. If for any reason your child has not been picked up by this time, he/she will be taken to Extended School Care for supervision. The ESC room is located on the same floor as the church/school office. Go straight ahead past the office and turn left down the long hall toward the sanctuary. The ESC room is the brightly colored yellow room on the left. If we are somewhere other than the room, there will be a sign posted to the right of the door stating where we are (i.e. outside on the playground, gym, computer lab, etc.)

All unscheduled drop-in care will be charged as follows: \$7.00/child from 3:10 to 3:30 p.m. \$16.00/child until 4:00 p.m., and the full drop in rate of \$22.00/child after 4:00 p.m. These fees will be billed to the family during the first full week of the following month.

CARE FOR ENROLLED REDEEMER STUDENTS

Enrolled Redeemer students, those who have paid the registration fee and have Registration/Identification forms on file, may choose from the following types of care:

***CONTRACT USE**

Families who wish to use ESC on a regular basis and know the days of care needed will fill out and sign a contract scheduling those days, both for morning and/or afternoon care. Fee: \$7.00/child/day (Morning); \$12.00/child/day (Afternoon). Morning care availability requires that three or more children be signed up for daily contracted morning care. A two week notice is required for any (permanent) changes to a contract.

- Parents may not switch days on any given week, but if space permits, parents may schedule additional days beyond their contracted sessions at the same rate of \$12.00/day, with at least a 24 hour notice.
- All contracted days will be billed for and are subject to payment, whether the child is in attendance or not, with the exception of the following:
 - School/ESC closures due to weather.
 - School sponsored events or sporting practices and games which cause a child to be absent from ESC.
 - Scheduled vacations – If the ESC director is notified in writing no less than two weeks prior to departure.
- If your child will be absent, you must notify the Extended School Care office directly by email or phone call.

***OCCASIONAL USE**

Families who wish to use ESC on an occasional basis, either because they don't have a regular work schedule, or for any other reason may sign up for ESC at least 24 hours in advance by calling the ESC extension at 952-473-5356, ext. 208 or sending an email to dsoeldner@redeemerwayzata.org. Fee: \$9.00/child/day (Morning); \$16.00/child/day (Afternoon)

- Please do not write notes to teachers, or notify the school office to schedule care. Schedule directly with the ESC Director through email or the ESC extension as stated above.

- If cancellation is necessary, the Extended School Care office must be notified directly. Cancellations of less than 24 hours will be subject to full payment of daily fee.

***DROP-IN USE**

There is no Drop-In care for morning ESC.

Families who need afternoon care for whatever reason but have not scheduled it at least 24 hours in advance can still use ESC if space is available. Call the ESC extension at 952-473-5356, ext. 208 or send an email to dsoeldner@redeemerwayzata.org. Fee: \$22.00/child/day

***SPORTS/ACTIVITY CARE**

When a Redeemer after-school sports practice, game, or activity begins or ends at 4:00 or 4:30 p.m., both contracted and non-contracted students can attend ESC for a reduced rate of \$6.00/child/day.

- These days must be pre-registered for at least 24 hours in advance.
- There can be no Drop-Ins.
- Days cancelled or missed will be subject to the \$6.00 fee if cancellation is made less than 24 hours in advance.

***RELEASE DAYS**

Release Days are half or a full day of ESC when school is not in session. Half Day: Two options: 1.) Pick up by 3:00 p.m. - \$14.00
2.) Pick up after 3:00 p.m. - \$25.00/child/day Full Day: \$40.00/child/day (max \$100.00/family/day)

- Release days must be signed up and paid for at least a month in advance.
- A two-week written notice is required to cancel a release day for a full refund.
- Cancellation of less than two weeks is subject to full payment fee.
- Any release day with less than five children signed up will be cancelled. Families will be given a two-week notice about a cancelled release day.

LATE PICK-UP TIME FEES (AFTER 5:30 P.M.)

The program closes daily at 5:30 p.m. All children should be picked up and leave the building by that time. There will be a warning given and tardiness after that will result in a late fee of \$1.00 per minute per child up to 30 minutes. After 30 minutes, arrangements will be made for the care of the child/children. Parents should plan ahead for emergency pick-up by having a friend or relative prepared to cover for them. Consistently being late in picking up your child could result in suspension from the program.

- In the case of an accident or emergency resulting in a late pick-up, the ESC director or staff must be notified by calling the ESC Director's cell phone at 612-202-8893. Appropriate arrangements will be made and the late fee may be waived.

NO CREDIT GIVEN FOR ABSENSES

Because much of the planning for the ESC program is dependent upon the number of children in attendance each day, all Contracted days will be billed for and are subject to payment, whether the child is in attendance or not. Occasional use or sports/activity sessions must give at least a 24 hour notice of cancellation, or the full fee for the day will be charged. If the school and the ESC program are closed due to weather, no fees will be charged.

LATE PAYMENT

Because the ESC program is self-supporting and dependent on parent fees, a \$10.00 late fee will be assessed on all overdue accounts on the 30th of each month.

- It is the family's responsibility to contact the school office for balance information if a statement is not received.
- Any account two months overdue may result in termination of ESC enrollment. Once payment is made in full, the child will be permitted to return.

SCHOOL CALENDAR/ESC CALENDAR

Revised 1/18

We try to follow the public school schedule for vacations. A calendar for Redeemer’s program will be available prior to the beginning of the school year.

- The ESC program follows the school calendar with the exception of a list of Release Days. Release Days will be published at the beginning of the school year. Other than these days, when there is no school, there will be no ESC.

REDEEMER EXTENDED SCHOOL CARE PROGRAM FEES

Registration: A non-refundable registration fee of \$25.00 per family must accompany the completed registration forms. All families must be registered to use the ESC Program.

Type of Care	Fee or Cost of Care	Hours of Care/Notes
<p>Morning Care (If three or more children are signed up for daily contracted care.)</p>	<p>Contracted - \$7.00/child/day Sign contract with a regular schedule of specific days needed.</p> <p>Occasional Use - \$9.00/child/day Must have at least 24 hour notice.</p> <p>No Drop-Ins</p>	<p>7:00 a.m. to 8:05 a.m.</p>
<p>Afternoon Care</p>	<p>Contracted - \$12/child/day Sign contract with a regular schedule of specific days needed.</p> <p>Occasional Use - \$16/child/day Must have at least 24 hour notice.</p> <p>Drop-In – \$22/child/day Less than 24 hour notice.</p>	<p>2:50 p.m. to 5:30 p.m.</p> <p>*Snack will be provided Due to food allergies, please refrain from bringing food to ESC. Exception: If your child has a severe food allergy, you may keep a bin of “safe” snacks in the ESC room.</p>
<p>Sports/Activity Care</p>	<p>\$6.00/child/day Must have at least 24 hour notice.</p> <p>No Drop-Ins</p>	<p>Prior to or after a sports practice, game, or activity.</p>
<p>Release Days</p>	<p>Half Day - Two Options: Pick up by 3:00 p.m. - \$14.00 Pick up after 3:00 p.m. - \$25/child/day</p> <p>Full Day - \$40/child/day (Max \$100/family/day)</p> <p>No Drop Ins</p>	<p>Early release until 5:30 p.m.</p> <p>8:00 a.m. to 5:30 p.m.</p>

Type of Care	Fee or Cost of Care	Hours of Care/Notes
Students not scheduled for ESC and not picked up by 3:10 p.m.	Pick up by 3:30 p.m. - \$7.00 Pick up between 3:30 and 4:00 p.m. - \$16.00 Pick up after 4:00 p.m. - Full Drop-In Rate of \$22.00	Students not picked up by 3:10 p.m. will be brought to ESC.
Late ESC Pick-Ups (After 5:30 p.m.)	\$1.00/minute/child	After 30 minutes, arrangements will be made for the care of the child.