



## **FernLeaf Extended Care Information**

### **Program:**

We provide a safe & nurturing after school care environment that embodies FernLeaf's core values. Extended Care is a time for children to unwind from their school day. We balance this need with activities designed to enrich your child's social and physical development and encourage self-expression.

### **Registration and Payment:**

In order to register your child for extended care you will need to sign them up in MyPaymentsPlus by 1:00 PM on the Friday **BEFORE** the week they will be attending. For example, if your child is attending the week of February 1st, they will need to be registered by the Friday BEFORE at 1:00 PM. If your child is not registered the Friday before the week of attending, any extended care use will be considered 'emergency use' and will be charged accordingly. The Emergency Use fee is \$23 per day. All payments must be made through the [MyPaymentsPlus](#) online payment system.

### **Cost:**

- Annual Registration: a non-refundable fee of \$35 per child or \$45 per family is required at the time of registration.
- Extended Care Regular School Day: \$16 per day
- Extended Care AFTER a scheduled FernLeaf After School Activity Program: \$5 - Please email [extendedcare@fernleafccs.org](mailto:extendedcare@fernleafccs.org) directly to sign up for this option!
- Extended Care Emergency Use (needing to sign up after enrollment closes in MyPaymentsPlus at 1pm on Friday of the week before service. If you need Emergency Extended Care [please email HERE to get signed up](#)): \$23 per day
- Late Pickup: <20 minutes after Car Rider Line Ends \$11 per day. If >20 minutes after the car rider line ends the fee is \$23 per day. After 6pm, \$11 for the first 5 minutes and \$1 per minute thereafter.

### **Snack:**

Students participating in the Extended Care program will be provided with a snack each day. Parents are encouraged to send additional healthy snacks if their child finds that they need additional snack items.

### **Behavioral Expectations:**

In order to support the enjoyment and participation of program activities by all attendees, students participating in FernLeaf after school programs who repeatedly violate the Code of Conduct or engage in unsafe or disrespectful behaviors will be dismissed from the program for a period of time to be determined based on the nature of the problematic behavior. Refunds will not be offered for students who are dismissed from after school programs due to behavioral difficulties.

### **Academic Time:**

All students participating in the Extended Care Program will engage in academic activities for approximately 30 minutes per day. These activities will vary based on student grade level.

**Pick up:**

All children must be picked up by 6pm. After 6pm, a \$11 fee will be charged for the first 5 minutes and \$1 per minute thereafter. These fees must be paid before Extended Care services may be used again. After 3 late pickups, students will be suspended from the program for 1 week. Children not picked up from school by 3:30 PM will be placed in the Extended Care program. The Emergency Use fee of \$23 will be applied.

**FernLeaf Extended Care Pick-Up Procedures**

1. Upon arrival, please text 828-351-6707 with your name and whom you are picking up.
2. We will meet you in the courtyard with your child. Please note that every child needs to be signed out by a parent or approved pick-up person.
3. For the first few weeks, it is essential that you bring your ID or your child's Rider card. We can not release your child until we know you are the parent or guardian approved for pick-up.
4. For safety reasons, it is essential you sign your child out each day before they can be released.
5. If you have an alternate person picking your child up, make sure they are on the pick-up list by calling the front office and adding them to the list. They will also have to show ID before the child can be released.
6. In the event of rain or inclement weather, you will pick your child up under the awning of building B.

**Non Use, Cancellations, and Refunds:**

The costs of extended care including staffing, snacks, resources, and activities are shared by the enrolled students. As a result, FernLeaf will not provide refunds for extended care days that are missed due to absence, loss of privileges, suspension, opt-out, or other circumstances that result in a student not participating.

**Financial Assistance and Payment Forgiveness:**

If your family is in need of assistance with payment for Extended Care please contact [assistance@fernleafccs.org](mailto:assistance@fernleafccs.org).

**Receipts:**

Parents will receive a receipt for payments through the MyPaymentsPlus system. No summative receipt will be given for tax purposes. Our tax ID is: 47-1184515.

**All Other Questions:**

Please email [extendedcare@fernleafccs.org](mailto:extendedcare@fernleafccs.org) with any further questions or concerns.