



## 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 My Payments Plus 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. All payments must be made through the [MyPaymentsPlus](#) (MPP) online payment system.

### Costs:

- **Annual Registration:** a non-refundable fee of \$35 per student or \$45 per family is required at the time of registration.
- **Extended Care Regular School Day:** \$19 per day
- **Extended Care AFTER a scheduled FernLeaf After School Activity Program:** \$6 - please let your student's program instructor know to send them to Extended Care for this option. The \$6 fee will be added to your MPP account.
- **Extended Care Emergency Use Fee (needing extended care after enrollment closes in MPP at 1PM on Friday):** You will be charged the Extended Care Emergency Use fee of \$28 through your MPP account.
- **Late Pickup:**
  - <20 minutes after Car Rider Line Ends: \$12 per day
  - If >20 minutes after car rider line ends: \$28 per day
  - After 6 PM: \$12 for the first 5 minutes and then \$1 per minute additionally 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 the student's grade level.

**Pick Up:**

All students must be picked up by 6PM. See above list for fees charged for late pick up. These fees must be paid before Extended Care services may be used again. After 3 late pickups, students will be ineligible to participate in the program for 1 week. Any additional late pick ups will result in ineligibility to participate in the program through the remainder of the school year. Children not picked up from the Creek Campus by 3:30 PM will be placed in the Extended Care program. The emergency use fee will apply.

**FernLeaf Extended Care Pick-up Procedures:**

1. Upon arrival, please text 828.351.6707 with your name/image of your student's rider cards and/or whom you are picking up.
2. We will meet you in the front of Building B or where you are located in the Creek Campus parking area.
3. For the first few weeks, it is essential that you bring your ID and your student's rider card. We can not release your student until we know you are the parent/guardian approved for pick up.
4. If you have an alternate person picking up your student, make sure they are on the approved pick-up list by calling the front office and adding them to the list. You may also email extendedcare directly at [extendedcare@fernleafccs.org](mailto:extendedcare@fernleafccs.org). They will also have to show ID before the student can be released.
5. In the event of rain or inclement weather, please pick up your student outside of Building B.

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

No refunds will be issued for any non use or cancellations.

**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.