



Center City PCS Extended Day Parent Handbook

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Extended Day Program

Center City PCS's Extended Day Program is a fee-based, Before & After Care program. The program is open to Center City students in PreK3 through 8th grade.

Before Care

Before Care operates Monday-Friday beginning at 7:00 am. Students may arrive between 7:00 - 7:30 am. Students may not be dropped off or left outside the building before 7:00 am. Doing so may result in a report to CFSA. Students who arrive after 7:30 am will not be admitted. The 7:30 am cut-off ensures that all participants will receive at least 30 minutes of academic programming, such as homework help, morning energizers, and time to utilize our online interventions. Parents must escort students into the building and sign them in for Before Care.

After Care

The fee-based After Care program operates from 3:30 pm - 6:00 pm Monday, Tuesday, Thursday, and Friday and from 1:30 pm - 6:00 pm on Wednesdays. The focus is on homework completion and other interventions as determined by the campus leader. Students will have a minimum of 120 minutes of dedicated homework time per week during the program.

Parents are required to sign in at AM drop-off and sign out at PM pick-up.

After Care Homework Completion

We believe that homework completion should be a shared effort between the After Care staff and parents. The expectation is not that students are to complete homework during After Care. Typically, students in grades PK-2nd are assigned 30 to 60 minutes of homework daily, and 3rd-6th grade students are assigned 40 to 75 minutes. Most students are able to complete at least half of their homework during the 30 to 45 minutes of homework time during After Care.

Late Pick-Up Policy

Families who fail to pick-up their child from After Care by 6:00 pm will be charged \$2/per minute/per child for every minute after 6:00 pm that their child remains. This rule will be strictly enforced. Failure to pay all late pickup fees and late payment fees during the billing cycle in which they were incurred will result in your child's dismissal from the program until payment is made and the account has a \$0 balance. Pickups after 6:15 pm may result in a report to Child and Family Services Agency (CFSA), and after a 3rd late pick-up, your child may be dismissed from the program until the subsequent school year.

Non-Refundable Registration Fee

A non-refundable registration fee of \$50.00 is required for each child enrolled in the Extended Day Program. This fee will be applied towards the cost of the first service period for which your

child is enrolled in the program. The registration fee is due at the time of registration. Enrollment in the Extended Day Program is not considered complete until the balance has been paid in full. Please note that the registration fee is non-refundable. If for any reason your child does not attend the Extended Day Program after registration, the fee will not be returned. The registration fee can be paid online via EZ ChildTrack.

Please note, that if the program is at capacity and your scholar is placed on the waitlist, you will not be charged the registration fee. When your child's name is selected to come off the waitlist, you will be notified via email and you will have two (2) calendar days to respond to the email and submit the full balance.

We appreciate your understanding and cooperation in adhering to this policy. If you have any questions or need further assistance, please do not hesitate to contact Allison Jones at ajones@centercitypcs.org.

Thank you for your continued support and for entrusting us with the care and education of your children.

Before & After Care Payment Policy

Payment for the extended day program is due on the 15th of each month. Failure to submit payment on time will result in the suspension of services until the account has a \$0 balance. This may also result in your child losing their spot in the program to a family on our waitlist. If your child loses their spot in the program, the family will be required to re-apply, your application will be processed in the order received. If the program is at capacity, your child will be placed on the waitlist.

No refunds or credits will be issued if the child cannot participate in the program during a paid-for month including, but not limited to, non-participation for absences, discipline, or withdrawal. If a child is not participating due to non-payment arrives at before care, CFSA may be called. If a child who is not participating due to non-payment arrives at After Care, the student will be sent to the school office and CFSA may be called if the student is not picked up within 30 minutes of school dismissal time.

What is the cost of before and after care?

- Before Care Only M-F: \$80 per child per month
- After Care Wednesday Only: \$65 per child per month
- After Care Only M-F: \$175 per child per month
- Before and After Care: \$190 per child per month

Is there a sibling discount for the before and aftercare programs?

A five percent (5%) discount is offered for each additional child enrolled in the same program.

What forms of payment are accepted for Center City PCS Extended Day programs?

Center City PCS accepts all major credit cards and debit account payments. No cash, checks,

money orders, or cashier checks are accepted under any circumstances. All payments should be made through our EZ Child Track link at <https://www.ezchildtrack.com/parent3/ParentLogin.aspx?c=centercitypcs> . Center City PCS does not accept subsidy vouchers as payment for the program.

Can my child register for Extended Day programs only on certain days?

You may elect for your child to attend aftercare only on Wednesday at a specified cost. Otherwise, registration is for the entire month. There are no drop-ins, and costs are not prorated for any reason. Please check with Central Office for an updated fee schedule.

How do I enroll my child in Extended Day programs?

All families interested in participating in Extended Day programs must complete registration via EZ Child Track (<https://www.ezchildtrack.com/parent3/ParentLogin.aspx?c=centercitypcs>). If you need assistance with the registration process, please contact your Campus Operations Manager and they will direct calls as applicable. Families need to complete online registration and are responsible for making the monthly payment, on-time, every month to maintain your child's placement in the program

How do I remove my child from an Extended Day program?

Families who wish to discontinue their child's participation in any Extended Day program must complete a Cancellation of Service form. Forms can be found on our website at

<https://x6kc0b.p3cdn1.secureserver.net/wp-content/uploads/2019/07/19-20Before-Care-After-Care-Cancellation-Form-1-1.pdf>. All service changes must be made by the 16th of the month preceding the month that you would like to cancel (i.e. in order to cancel services for October, the service change

must be submitted by September 16th) to prevent billing for the upcoming month.

Families who do not submit service changes by the 16th will be billed for the upcoming month regardless of whether their child attends the program or not. Once the form is complete, you can give a copy to your campus Operations Manager or email it to Mrs. Allison Jones at ajones@centercitypcs.org.

How do I change the Extended Day Service my child is enrolled in?

Families who need to add or remove a service from their account must complete a Change of Service Form. Forms can be found on our website at

<https://x6kc0b.p3cdn1.secureserver.net/wp-content/uploads/2019/07/19-20After-Care-Change-of-Services-form-1.pdf>. Once the form is complete, you can give a copy to your campus Operations Manager or email it to Mrs. Allison Jones at ajones@centercitypcs.org.

Is there Before or After Care if school is closed, delayed, or dismissed early?

Programs are not provided when there are school closures or holidays. For delayed starts, before-care will not operate but After Care will operate. After Care is not provided when there are early school closures due to weather or emergencies.

Do you offer breakfast or snacks?

Before Care does not offer breakfast. Breakfast is offered at the beginning of the regular school day. After Care offers a snack during the program