

Valor Christian School International

Extended Care 2024-2025

Policies and Procedures

Program Hours and Costs

Extended Care is available every full school day to all kindergarten through 5th grade students currently enrolled at Valor Christian School International. Children may attend on a regular basis or as a “drop-in” as the need arises. The registration fee for children signed up for participation on a regular basis is \$50.00/child per year.

Valor Extended Care AM - 7:00 am to 8:00 am

Check-in Time	
7:00 am to 8:00 am	\$7.00/day

Valor Extended Care PM - 3:00 pm to 5:30 pm

Options	Per Child
1 Day a Week	100.00/month
2-3 Days a Week	\$250.00/month
4-5 Days a Week	\$400.00/month
Drop-in Rate	\$15.00/hour*

*** If your child is doing drop-in, this will be billed in ½ hour increments starting with the completion of elementary carline at 3:15pm**

Payment Guidelines

Drop-in and monthly plans will be billed through the student's FACTS fee account. Payment may be made online through FACTS or parents may bring cash, check, or credit card to the school office. Please make checks payable to Valor Christian School. A returned check fee of \$25.00 will be charged to your account for all insufficient funds.

Monthly payment plans are spread equally over the school year so that you will pay the same amount every month no matter the length of the month. Monthly fees are billed September through May. The monthly fees are a prorated annual cost, taking winter and spring break into consideration. The agreement of service concludes at the end of the school year in June. Monthly payments are due by the 5th of each month. There is a 5 day grace period and then a \$25.00 late payment charge will be accessed to your account after the 10th of the month. **Accounts falling 30 days past due without communication to the Extended Care director will result in your child being released from the program.** Once your account is paid in full we will accept your child back into the program.

Drop-In Procedures

Please notify Extended Care directly by contacting Katy Brumbelow at katy.brumbelow@valorschool.org. Advanced notice of your child attending Extended Care enables our staff to watch out for them and make sure they arrive. We appreciate as much notice as possible to keeping an appropriate student to teacher ratio. **We must have a signed Extended Care Registration and Agreement Form on file.** For the safety of our students, VCSI requires that elementary students who remain on-campus after hours be in Extended Care unless the student is participating in another school sponsored activity. Children not picked-up from car line will be brought to Extended Care as a drop-in.

Sign-Out Procedures

You must personally check out your child from Extended Care. If another person comes that has been pre-approved by you on the registration form they need to be ready with picture identification to receive your child. Please notify Extended Care with pick-up arrangements of your child by an individual other than a parent or guardian. Siblings need to be high school age or older to sign your child out.

Departure Time

Extended Care ends promptly at 5:30 pm. We will start clean-up of all activities at 5:15 pm. If something has happened and you are going to be late please call Extended Care to let us know. There will be a late pick-up fee of \$15.00 for the first 10 minutes and a charge of \$1.00/minute thereafter.

Absences

If your child will not be attending Extended Care on one of their normally scheduled days, please notify their teacher and the extended care director.

Discontinuation

If for any reason your child will no longer be attending Extended Care please notify us in writing (ie: e-mail). A 30 day notice of discontinuation is requested. Refunds of monthly payments are not issued. Extended Care reserves the right to suspend or dismiss a child from the program. Grounds for dismissal from the program includes the determination that the child is a physical threat to themselves or others, or if the child's behavior consistently interferes with the normal daily flow of the program.

Change in Personal Information

If your contact information changes or your child becomes allergic to a food or medication please notify Extended Care as soon as possible so we can make the appropriate changes immediately. Though we look forward to a smooth year, we know situations can arise and we need the most current information to avoid a problem or be able to contact a parent or guardian quickly should we need to.