

EXTENDED SCHOOL CARE ENROLLMENT

Redeemer Lutheran School maintains an Extended School Care (ESC) program to provide a safe and secure setting for parents who need after-school care for their kindergarten through 8th grade children. ESC operates on school days beginning at 2:50 p.m. as school dismisses and running until 6:00 p.m.

Registration ESC registration will begin at the 2011-2012 *Back-to-School Open House*, which is scheduled for Tuesday evening, August 23, 2011. Parents registering their children in ESC must complete and submit a Registration Form, a Contract/Release Form, and an Identification Data Form. The ESC registration fee* (\$20.00 per child or \$30.00 per family for the 2011-2012 school year) must accompany these forms and be paid prior to ESC participation. Additional information about the *Back-to-School Open House* will be included in our summer mailing.

*Please note that the ESC registration fee is non-refundable and does not apply to tuition or the cost of care.

Limited Enrollment In the event ESC enrollment is limited, children enrolled in the most recent school year have priority for enrollment during the coming year. The number of children allowed to enroll is left to the discretion of the Extended School Care Director. Three factors determine maximum ESC enrollment:

1. The staff/child ratio.
2. The availability of additional staff.
3. The size and availability of school facilities.

Additional details are published in the ESC Handbook, which is distributed annually to all families who enroll children in the ESC Program.

Billing and Fees Enrolled students for whom the registration fee has been paid and who have all required forms on file will be billed at either a daily or hourly rate. Children who are picked up between 5:45 and 6:00 p.m. will be billed \$20.00 for the session. Children who go home prior to 5:45 p.m. will be billed at a rate of \$7.00 per hour (session time is rounded to the nearest hour or half hour).

Please see the reverse side for applicable fees.

EXTENDED SCHOOL CARE FEES

Type of Care	Fee or Cost of Care	Hours of Care/Notes
Afternoon Care – Block (pre-registered students)	\$20.00 per session	2:50 p.m. to 5:45 or 6:00 p.m.
Afternoon Care – Hourly (pre-registered students)	\$7.00 per hour	Cost of care is rounded to the nearest half-hour. Minimum charge: \$3.50
Drop-in Care (applies to both non-registered students and registered students who have not made ESC arrangements by 11:00 a.m.)	\$9.00 per hour A registration fee will be charged if a child who is not registered comes to ESC for a second time. This fee will be in addition to drop-in charges.	ESC arrangements must be made by 11:00 a.m. on the day care is needed. If not, the care is considered “drop-in care.” Minimum charge: \$9.00
Late Pick-ups (after 6:00 p.m.)	\$1.00 per minute	After 30 minutes, arrangements will be made for the care of the child.
Half-Days (Pre-announced days when school is in session until noon)	\$7.00 per hour (\$35.00 maximum)	When there is a half day of school, ESC may be open from 11:55 a.m. to 6:00 p.m. The fee will be rounded to the nearest hour.
Full Days (Pre-announced days when school isn’t in session)	\$7.00 per hour (\$45.00 maximum)	8:30 a.m. to 6:00 p.m.
Cancellation Charge (applies when care is cancelled without the required notification)	\$9.00 fee	For regularly scheduled ESC care, notification must be made by 11:00 a.m. on the day of care. Three days notice is required for cancellations on half days & non-school days.

Please see the reverse side for enrollment notes.