

**East Dayton Christian-Extended Daycare
Daycare Handbook
2017-2018**

DAYCARE NUMBER 3:30-5:30 681-7911

Extended daycare is a program designed to aid working parents. It involves adults supervising students before and after school. No tutoring services are included.

Activities:

Table games, crafts, color sheets, movies (must be approved by the Daycare Director) and outdoor play are provided. STUDENTS ARE NOT TO BRING TOYS FROM HOME.

Cost:

\$125.00 monthly FOR ONE STUDENT/\$155.00 FOR TWO STUDENTS, **to be paid the first Monday of each month for grades 1-8, Sept-May. This includes am daycare, pm daycare, or both for the monthly fee if needed.** A LATE FEE OF \$25.00 WILL BE ADDED IF PAYMENT IS PAST DUE

*AM daycare-You are not charged the fee if your student arrives after 7:30 am.

Part- time daycare for grades 1-8 is \$15.00 per day to be paid on the day of service. Send money in a sealed envelope marked office-daycare fee/students name and the date your child attended or will attend.

OCCASIONAL DAYCARE:

If your student needs to use the daycare services on a part-time basis, please send in the fee of \$15.00 for that day's service. However, if it is a last minute call to inform your student to go to daycare, the fee is to be paid the following morning in the school office.

***Hours:**

Morning hours are 6:30 am (located in the cafeteria) grades K-8. Please do not bring your student before 6:30 am. Our am worker will not arrive until 6:30 am. Breakfast may be brought in until 7:45 am. "Non- messy foods" items such as pop tarts, muffins, etc. Breakfast is served through Mad river SCHOOL DISTRICT UP UNTIL 7:45.

PICK-UP:

Extended daycare closes at 5:30 pm promptly. {We go by the clock located in the school kitchen}. Anyone arriving after 5:30 pm will be charged \$2.00 per minute late fee. After the 2nd late fee in a semester the family will be asked to discontinue the service for three days. If after returning the problem continues, you will be asked to discontinue the services for the rest of the year. All late payments must be paid the following day for your student to return to daycare. Our Daycare workers are our school parents they have the same authority as the classroom teacher. These rules are necessary for each student's safety. Anyone refusing to cooperate will be asked to discontinue using this service.

- **NON-DAYCARE STUDENTS (IF YOU ARE NOT ENROLLED IN THE AFTER CARE PROGRAM) IF YOUR STUDENT IS NOT PICKED UP BY THEIR PICK UP TIME, YOUR STUDENT WILL GO TO DAYCARE AND YOU WILL BE CHARGED THE FULL DAYCARE FEE OF \$15 FOR THAT DAY SERVICES.**
- ALL DAYCARE STUDENTS K-8 WILL BE IN THE CAFETERIA AT 5PM FOR PICK UP EVERYDAY, UNLESS THERE IS A CHURCH OR SCHOOL FUNCTION SCHEDULED FOR THAT DAY. PLEASE CHECK THE CAFETERIA DOOR FOR POSTING OF THE LOCATION OF THE STUDENTS.

*DRESS CODE:

Students in grades 1-8 may change their clothes at daycare. Shorts: loose fit, knee length, no holes; Jeans; loose fit, no holes. Shirts: must meet school philosophy. No mesh material, no midriff shirts, nothing tight. If they are out of dress code, we will ask them to change back to their uniform.

- DETENTION :

Daycare detentions do not go on your student's school record. They are served on

Tuesday/Thursday 3pm-4pm with regular detention students or with Mrs. Winnett THE DAYCARE DIRECTOR. Any student receiving 10 detentions from daycare may be suspended from daycare. A MEETING WITH PARENTS WILL BE SCHEDULED.

***DAYCARE WARNING SLIPS:**

A warning slip can be given if a student exhibits severe behavior, including but not limited to hitting which causes physical harm, pushing of any kind including pushing from playground equipment. No Biting, fighting, or disrespect. Please talk to your child about the rules in daycare. We have hands off policy; no one is to touch others. We ask that all students listen and obey all daycare rules. Our goal is to have a safe atmosphere for all our students. If three warnings are issued, a student is suspended for three days or longer. If a problem continues, you will be asked to discontinue the services for the rest of the school year.

***SNACKS:**

Your student may bring a snack from home HOWEVER we do offer A BAG OF CHIPS FOR .75 PER BAG FOR grades 1-8.

***HOMEWORK:**

Homework time is scheduled for each daycare {2-8}. If you want your student to take advantage of this time, please talk to your student AND THE DAYCARE PROVIDER.

I look forward to partnering with you and your students.
If you need to contact me, please call the school office
between the hours of 9am-5pm. 252-5400.

Thank you,

Karen Winnett /Daycare Director

Cathy Marie Gibson/ Daycare Assistant