



Dear Elementary Parents,

Extended Care would like to welcome you to the 2019-2020 school year. We are excited about seeing returning families, and meeting new ones. Dade Christian School's Extended Care program for students in grades 3K-6th continues to be a program with an inviting atmosphere, full of exciting activities that bring perfect closure to the school day. **For families interested in our discounted prepaid rate, the month of August will be \$90.00, however, notification must be received by the Cashier at the window or by email at mrodriguez@dadechristian.org no later than the first day of school, August 14th** so that the proper rate may be charged to the family's FACTS account.

Please keep in mind that to be eligible for the discounted monthly prepaid rates, each family must notify the Accounting Office and remit payment for the prepaid rate in advance. You can either visit the accounting window or send an email to our Cashier, Maryah Rodriguez, at mrodriguez@dadechristian.org. **Please be sure to notify accounting one week before the applicable month of services begin so that the proper rate may be charged to the family's FACTS account.**

Your child's welfare is our first priority. In order to ensure the safety and satisfaction of each student there are certain procedures that need to be followed:

1. We ask that every parent complete an Extended Care Registration Form and an Identification Card **for each person designated to pick up their child**. For your convenience, we have linked the registration form in the *Back to School* email. Kindly return the registration form to the Extended Care Director or your student's teacher on Get Acquainted Day or the by the first day of school. If additional cards are needed, please contact the School Office, Extended Care Office, or the Extended Care employees at the sign-out table located in the main hallway after school.
2. The identification card is to be presented each day of pick-up to the Extended Care employee at the sign-out table. The parent/guardian will then receive another card, designated for that day, to give to the Extended Care Counselor. This card allows the counselor to release your student.
3. **Please be advised:** for security purposes, elementary students are not allowed to wait for parents outside the school building. Also, siblings are not allowed to pick up younger siblings unless they are in High School (9th-12th grade) and only if they are going home.
4. **Please take note:** Extended Care begins at 3:15. Which means that you will be charged for Extended Care after 3:15.
5. **Extended Care Itinerary:**
 - o 3:15 - 4:30: Homework: Study Hall and Snacks
 - o 4:30 - 5:30: Various group activities
 - o 5:30 - 6:00: Extended Care Dismissal
6. **Extended Care Fees:**
 - o Monthly Prepay Rate: \$150.00 per month, per child; notification must be received one week prior to each month of applicable services.
 - o Daily Rate: \$12.00 per day, per child from 3:15 – 6:00 p.m.*
 - o Late Fee: \$15.00 per every 15 minutes or any part thereof after 6:00 pm.*
 - o Full Day Care (student holidays or teacher work days): \$30.00 per day, per child from 7:00 a.m. – 6:00 p.m.*

***For families not participating in the prepaid rate, daily extended care fees accrued by each student will be charged to the family's FACTS account during the first week of the following month.**

We look forward to an exciting year! If you have further questions about Extended Care, please contact me at (305) 822-7690, x. 8735 or by email at mquintero@dadechristian.org

Sincerely,

Mercy Quintero
Extended Care Director