

# NAM Extended Care Program Overview

The morning and afternoon program is designed to provide children with a safe, well-supervised environment. There will be a quiet homework/quiet study time for students from 3:10 P.M. – 3:45 P.M. Monday thru Friday. Our program is play based and encourages a relaxed environment for children that have been in school all day. We will utilize the Extended Care room, DeLuca Hall, and the Playground when circumstances permit to provide a plethora of activities and settings for play and growth.

<b>Program Times:</b>		
<b>Morning Session:</b>	K-6	7:00 A.M. – 8:35 A.M.
	Preschool	7:00 A.M. – 8:50 A.M.
<b>Afternoon Session:</b>	Preschool-6	3:10 P.M. – 6:00 P.M.

## **Rate & Payment**

### A.M. Session Times and Fees:

7:00 A.M. – 7:30 A.M. - \$2.50  
7:31 A.M. – 8:00 A.M. – \$2.50  
8:01 A.M. – 8:30 A.M. - \$2.50  
8:31 A.M. – 8:50 A.M. - \$2.50

### P.M. Session Times and Fees

3:10 P.M. – 3:30 P.M. - \$2.50  
3:31 P.M. – 4:00 P.M. - \$2.50  
4:01 P.M. – 4:30 P.M. - \$2.50  
4:31 P.M. – 5:00 P.M. - \$2.50  
5:01 P.M. – 5:30 P.M. - \$2.50  
5:31 P.M. – 6:00 P.M. - \$2.50

Any changes to the dismissal plan are due in writing by 9:00 A.M. on the morning of the change. We will only honor dismissal changes when they are formally requested using the ‘Change to Dismissal Plan/Note to School’ form (this includes car/bus changes, pick-up time changes, and pick-up person changes). We cannot honor the word of the students; parent/guardian permission is needed. If an emergency arises and you need to change the dismissal time after 9:00 A.M., you must call the school office and speak directly to the secretary (please do not leave voicemail regarding dismissals), this includes all changes with the after school program. In addition, any change to dismissal that includes the after school program, you must text/call Ms. Danielle Cole at (412) 523-4241 to verify your child’s attendance. Absolutely no dismissal changes will be made after 2:15 P.M. This will be strictly enforced to ensure the safe dismissal of all students.

## **Guidelines**

- The program is available on 2 hour delays to families who are enrolled and have received approval from Ms. Danielle Cole directly about their child(ren)’s attendance.
- For safety reasons, please ring the buzzer which is located outside of DeLuca Hall to gain access when dropping off your children. For pick up please use the main school entrance until 4:30 P.M. then the DeLuca Hall buzzer from 4:30 P.M. on.
- Children must be enrolled in NAM School in order to participate in the program.
- There will be a charge for children not picked up by 6:00 P.M. A fee of \$1.00 per minute will be assessed after 6:00 P.M. Continued lateness could result in dismissal from the program.
- The participants will come directly to the Multipurpose Room. They will bring their belongings, jackets, lunch boxes, books, etc.
- Unless otherwise noted, you should provide a nutritious snack for your child(ren) each day.
- No medication will be administered.
- Child(ren) may not attend Before/After School Program if the child was not permitted to attend school.
- Before/After School Program fees should be made payable to N.A.M. School with “Extended Care” marked on the outside of the envelope. These envelopes may be sent via backpack in the morning or given directly to the office.
- Your child(ren) may be removed from the program due to unresolved conflicts or discipline problems.
- All terms and conditions listed above are subject to change at the principal’s discretion.