



Word of Life Christian Academy Extended Hours Information Sheet

Who: Open to all WOLCA students

What: Extended Hours is a before and after school program allowing for early drop off and late pick up of students

When: Monday through Friday during regularly scheduled school days: 8:00am-8:30am and 3pm-5pm

Cost for AM/PM: \$200 per month for 1st child \$150 per month for 2nd child \$100 per month for 3rd child

Cost for AM only 5 Days: \$100 per month (Preschool & Elementary)

Cost for AM only 3 Days MWF: \$75 per month (Preschool)

Registration Deposit

A deposit equivalent to half a month's fee is required for registration. The deposit money is applied toward your first month's fee. Deposits are non-refundable. The balance of the first month is due no later than August 15th. Each payment thereafter is due by the 15th of the month to pay the next month's fee.

Overview

Extended Hours is designed to serve WOLCA families on school days. Extended Hours drop off will begin at 8:00am at the school entrance. At 3:00pm the students will be dismissed to Extended Hours where students will have time for a snack (brought from home), active playtime outside (weather permitting) or in the gym, homework help, and quiet activity time. Students must be picked up at the school entrance by 5pm.

On days that school is only in session for a half day Extended Hours will operate from the time of dismissal until 5pm. Students will remain at WOLCA and must bring a bag lunch. This service is included in your monthly payments.

Please note that the Extended Hours program will **not** operate on days when school is not in session or when a snow day occurs.

Authorized Pick Up Procedure

For your protection, only those authorized in writing by the parent/guardian may pick up your child.

Late Pick Up Policy

Extended Hours end promptly at 5pm. Parents must plan to pick up their children by that time. If parents/guardians cannot be at the center by 5:00pm they must arrange for another person to pick up their child. A late fee of \$5.00 per fifteen minutes per child will be assessed for late pick up. The fee is due at the time of pick up. Repeated late pick-ups may result in suspension from the program until additional local and available emergency persons are designated or situation is corrected.

Eligibility

In order to participate in Extended Hours, payments must be made by the 15th of each month to pay the next month's fee. If fees are not paid by the 15th, your student will not be allowed to return to the program the next month until the balance is paid in full. If this occurs two months in a row, your student will not be eligible to attend WOLCA Extended Hours.