

LEAP & GROW EXTENDED CARE PROGRAM

PCA's Extended Care program is offered as a service to our families who need care for their student outside of regular school hours. If there is any possibility the student might utilize the Extended Care program during the year or if an emergency occurs. To assure the safety of students not picked up by 12:10 for preschool students or by 3:40pm for elementary students, they will be sent immediately to the Extended Care program with charges incurred for the time the student is there.

Extended Care Hours: Before and After School from 6am-6pm

Enrollment Fee: \$25

Sessions:

Morning Session 1:	6:00am-7:00am
Morning Session 2:	7:00am-8:30am
Afternoon Session 1:	12:00pm-3:30pm
Afternoon Session 2:	3:30pm-6:00pm
Fun Fridays:	8:30am-12:00pm 8:30am-3:30pm

Parent's Day Out: Is available for families who do not have students enrolled in our Preschool or Grade School. Families participating in our Parent's Day Out Program are subject to the guidelines set forth in this handbook. **Hours:** 12:30 – 3:30pm Monday-Friday

Leap & Grow Policies

- A 2-inch nap mat will be provided, however a crib sheet and a small blanket from home will need to be brought in a backpack labeled with child's name. Bedding will be sent home once per week for laundering.
- Snacks will be provided each day by PCA Leap & Grow.
- All children are to be picked up by 6:00 pm. A charge of \$2.00 per minute will be charged for late pick ups.

*Leap & Grow Statements are sent home on the 1st of each month and are due by the 15th of each month. A \$25 late fee will be assessed to any outstanding balance after the 15th. Any changes to your extended care schedule must be pre-arranged by the 30th of the prior month.

* Drop-ins must pay when services are rendered.

* Students participating in Morning Session 1 may bring breakfast from home

* Students participating in Afternoon Session 1 are required to bring lunch from home.

* Under state regulations, we are unable to heat or refrigerate student lunches. Please provide appropriate ice packs and thermoses in your child's lunch box. Lunch must consist of milk, a protein, bread, and 2 vegetables or a fruit and a vegetable.