



New Harvest Christian School  
**Extended Care Program**

New Harvest Christian School provides an Extended Care Program for enrolled students who need to arrive before 7:45 am and/or need to leave after 3:20 pm on full days or after 12:00 pm on half-days. Per the NHCS Parent/Student handbook, students must be involved in an official extra-curricular activity or be enrolled in the Extended Care Program. No child may be on school grounds without adult supervision.

The supervisor for this program is Pam Wilton. She has over fifteen years experience in child care provision. She can be contacted at 805-377-6388 or no1pamster@verizon.net.

**Program Hours**

Before school care: 7:00 am- 7:45 am (please contact Pam if you need an earlier time)

After school care: 3:20 pm- 6:00 pm (full days)

After school care: 12:00 pm- 6:00 pm (half days)

**Program Requirements**

\*Students must bring their own snacks & drinks (and lunches on half days).

\*Students are encouraged to work on homework after school but this program is not a tutoring service, nor do we check with the child's teacher about whether or not he/she has homework to do.

\*Games, crafts and activities are provided for children who do not have homework.

\*Care is provided in the Kindergarten room on the "D" Street side of the school. Early drop-offs and late pick-ups will enter/exit this way.

\*Students must be dropped off and/or picked up by the approved adults on his/her emergency form submitted to the office upon school enrollment. A copy of this form will be kept in the Extended Care room. Any changes MUST be made to the office copy.

\*Parent or guardian MUST sign their own child(ren) IN and/or OUT with the correct time of drop-off/pick-up.

\*School rules apply to before/after school care program. Please refer to the Parent-Student Handbook. (Includes cell phone and electronics policy)

**Program Rates**

\*\$4.25 per hour, per child

\*Partial hours are charged for the full hour regardless of the length of time of stay

Example:

Time of Pick Up	1 Child	2 Children	3 Children
3:20 pm- 4:20 pm	\$4.25	\$8.50	\$12.75
4:21 pm- 5:20 pm	\$8.50	\$17.00	\$25.50
5:21 pm- 6:00 pm	\$12.75	\$25.50	\$38.25

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**Payment**

\*Cash or check is the preferred method of payment. Credit cards (processed through PayPal) may be used in the school office only and are subject to an additional 4% charge.

\*Use the provided envelopes and drop box in the Extended Care room OR submit payment to the office. Be sure to write your child's name and date of payment on the envelope.

\*Payment may be made at time of pick up or on a weekly basis. Extended Care statements with balance due will be sent home around the 5<sup>th</sup> and 20<sup>th</sup> of each month. They **MUST** be paid in full in order for your child to continue to be allowed to use our Extended Care Program.

\*New Harvest's financial policy will be applied to overdue accounts including suspending field trip privileges and possible suspension of student from school.

\*Parent or guardian of record will be financially responsible for program costs regardless of which approved adult drops off or picks up the student(s). Example- if grandma drops off student early, mom is still responsible to pay the fee.

**Acknowledgement**

I hereby agree to the NHCS Extended Care Program requirements including rates, rules, payments and policies stated herein and in the NHCS Parent-Student Handbook. I further agree that this form will apply to the entire 2021-2022 school year.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Print Student Name(s) and Grade(s)

Student 1 \_\_\_\_\_

Student 2 \_\_\_\_\_

Student 3 \_\_\_\_\_

Student 4 \_\_\_\_\_

Student 5 \_\_\_\_\_