



New Harvest Christian School  
**Extended Care Program**  
2022-2023

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 supervision. 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 this time slot)

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

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

\*\* Children not picked up by 6:00 pm will automatically incur a \$15.00 late pick-up fee (in addition to the normal extended care charges)

**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.

\*All school rules apply to the Extended Care Program. Please refer to the Parent-Student Handbook. (Includes cell phone and electronics policy)

**Program Rates**

\*\$4.25 per hour, per child

\*\$15.00 Late Pick-up Fee charged for picking up after 6:00 pm

\*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**

- \*You may pay by cash or check at the time of pick up and Pam will submit your payment to the office.
- \*If not paid at the time of pick-up, an invoice will be generated and sent via the FACTS collection company and your FACTS account will be charged for the fees incurred.
- \*Invoices will be generated twice a month (first & third weeks of each month)
- \*Invoices 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 fees.

**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 2022-2023 school year.

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

\_\_\_\_\_  
Date

Print Student Name(s) and Grade(s)

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

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

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

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

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