



New Harvest Christian School  
**Extended Care Program**  
 2024-2025

New Harvest Christian School provides an Extended Care Program (ECP) 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.

**Program Hours**

Before school care: 7:00 am- 7:45 am (please contact ECP Supervisor 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 your payment will be submitted 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 up to twice a month and 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 & extracurricular 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 2024-2025 school year.

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

\_\_\_\_\_  
Date

Print Student Name(s) and Grade(s)

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

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

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

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

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