



## Welcome to SCS Extended Care!

We are excited to have your student as a part of our Extended Care program.

Extended Care is offered from 3:30 – 5:30pm for students whose families are not able to pick up students at the regular 3:15pm dismissal time.

To sign up, you will need to complete a “Reservation Form” so that we can schedule the correct amount of adults for the amount of students staying each day.

Direct draft forms are required for families that will use extended care M-F or MWF on a regular basis. A base amount of \$100.00 (\$5/20 days) will be automatically drafted each month for M-F care and \$60.00 (\$5/12 days) for M/W/F care, and may be adjusted for holiday months with more or less extended care offered.

Parents who choose to use Extended Care on an “As Needed” basis will need to call the school in advance the day their student is to stay in extended care and will be charged \$5.00 per day and must pay charges on a weekly basis. (If extended care is used on Friday, payments may be made to the school office the following Monday.)

If there is an emergency or you need to contact the extended care teacher after school hours, you can reach her on the school line at 254-965-4821 from 3:30pm – 5:30pm.

In the case of a question or concern about extended care, please contact the Administrator, Michelle Castillo, directly at 254-965-4821 (during school hours) or 254-979-9188 after school hours.

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### Extended Care Reservation Form

Student(s) Name(s): \_\_\_\_\_

For the following week(s) or month(s): \_\_\_\_\_

**M – F 3:30 – 5:30pm** \_\_\_\_ **M/W/F 3:30 – 5:30pm** \_\_\_\_ **As Needed** \_\_\_\_

*I understand that my signature on this form obligates me to pay for extended care as stated above. Non-payment of billing will result in temporary suspension from extended care until payment is received.*

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_