



## Elementary/Middle School Extended Childcare Information 2023-2024

If you ever anticipate needing extended childcare, the hourly rate is \$10.00 per student, billed at the end of each month. Drop-In students are welcomed, and please notify the preschool front office at ext: 1100 at least an hour before the end of school, so your child and staff will know where they need to be after school. Please call or email Lexi Alcalá the Extended Care Director at [aalcala@hillcrestcs.org](mailto:aalcala@hillcrestcs.org) to verify. A minimum charge of one hour will be assessed if your child is checked into child care. Charges are billed on the hour. Students must be supervised at all times while on campus.

### Extended Childcare Fee Options

If a family requires extended childcare on a regular basis, the monthly fee is the best value. One can sign up for mornings, evenings, or both for the amount of days needed each week. In order to receive the discounted rate, families commit to a 10-month plan. All monthly childcare fees are due on the 1<sup>st</sup> of the month and paid directly to HCS through your FACTS account. A late or NSF fee will be applied if payment is returned.

**There will be an annual \$25 registration/supply fee for Extended Care. This one-time fee will be applied to all students, monthly and drop-in.**

Days	Time	Annual Rate	Per Month
5 days AM	7:30-7:50am	\$1,324.00	\$132.40
5 days PM	3:15-5:30pm	\$2,395.00	\$268.40
5 days Both	7:30-7:50am/3:15-5:30pm	\$2,893.40	\$318.40
4 days AM	7:30-7:50am	\$738.40	\$103.40
4 days PM	3:15-5:30pm	\$1,952.40	\$225.40
4 days Both	7:30-7:50am/3:15-5:30pm	\$2,463.40	\$275.40
3 days AM	7:30-7:50am	\$634.00	\$92.40
3 days PM	3:15-5:30pm	\$1,508.40	\$181.40
3 days Both	7:30-7:50am/3:15-5:30pm	\$2,033.40	\$232.40
2 days AM	7:30-7:50 am	\$356.40	\$65.40
2 days PM	3:15-5:30pm	\$1,023.40	\$130.40
2 days Both	7:30-7:50am/3:15-5:30pm	\$1,256.00	\$154.40

Drop-in, as needed only - **Hourly Drop-In childcare rate: \$10.00 per hour/per child.**

Hourly Drop-In childcare rate: \$10.00 per hour; beginning at 3:15pm on full school days, and 2:00pm on Fridays for staff development. Children not picked up by 3:15pm (2:00pm on Fridays) are required to go to after-care and will be charged a minimum one hour fee. It is absolutely **imperative** that you sign your child out through the Brightwheel App when he/she is picked up. Please use your 4-digit Brightwheel code assigned to each family.

**Pick up time is 5:30pm. After 5:30pm there is a \$25.00 late fee. After 5:45pm there is an additional \$25.00 late fee. After 6:00pm there is an additional late fee (\$100.00 late fee after 6pm per child.) Please contact our Extended Care Director ([aalcala@hillcrestcs.org](mailto:aalcala@hillcrestcs.org)) to enroll your child.**

## Extended Care Expectations and Behavior Plan

Dear Parents and Guardians,

Our goal at Hillcrest Christian School is to create a positive and safe experience for all students and families who choose to take advantage of our Extended Care Program. The following Expectations and Behavior Plan were developed to ensure that all students enjoy a safe and fun environment in Extended Care.

### Expectations

1. Be respectful - Each student is expected to be respectful and kind to all staff, adult volunteers, high school volunteers, peers and property.
2. Be obedient - Each student is expected to be obedient and follow directions from all staff, adult volunteers and high school volunteers.
3. Be prepared - Each student is expected to bring all homework and resources needed to work on assignments such as handouts, text books, paper, pencils, etc...
4. Enrichment classes - Each student is expected to be respectful and obedient to their instructors in Extended Care enrichment classes.
5. Parents must pick-up before 5:30pm. Three late pick-ups may result in the termination of this contract. Please understand our desire to respect the time of our Extended Care staff.

In the event that your child is having a difficult time meeting the program expectations, the following behavior plan will be implemented to help create a positive environment for your child and other students in the program.

### Behavior Plan

1. Warning - if your child is not following the directions of an Extended Care Staff member, a verbal warning will be given to your child indicating they have a choice to follow directions or have a "take five" where they will sit apart from the group for 5 minutes to regroup and regain focus.
2. Take Five - If your child continues to choose not to follow the directions of the Extended Care Staff member, your child will "take five" and be apart from the group to regain focus and try again.
3. Disciplinary Action - if none of the above actions help redirect your child in a positive direction, a disciplinary action will be taken. The Extended Care Director will document the situation and inform parents, the child's teacher and the Principal through RenWeb of the child's behavior.
4. Further Disciplinary Actions - may result in permanent suspension of the child attending the Extended Care program, depending upon the severity of the event.

**Please note that 3 disciplinary actions may result in your child being suspended from using Extended Care for the school year.**



Our goal is to provide a Christlike environment that supports all children in our program. Please be assured that every effort will be made by our Extended Care staff to guide and encourage your child to make positive choices. All Extended Care staff members hope to partner with you to create the best possible experience for your child in our Extended Care program. Thank you for your cooperation and support during the 2023-2024 school year.

Blessings,

Lexi Alcalá  
Extended Care Director  
aalcala@hillcrestcs.org

I, \_\_\_\_\_ understand and support (print  
parent/guardian name)

the above expectations and behavior plan for my child \_\_\_\_\_ (print child's  
name).

\_\_\_\_\_  
(print sibling's name).

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

\_\_\_\_\_  
Date