

Dear Parents,

Thank you very much for signing your child up to be a part of Boulder Country Day's Extended Care Program for the 2009-2010 academic year. We are happy to provide this service to you and look forward to getting to know your child!

Our extended care program "headquarters" are held in the Preschool building activity room. However, our goal is that we spread out and utilize the campus and its offerings. Extended care is designed to provide a balance of activities in which the students may engage. Examples of typical activities include arts and crafts, cooking projects, science experiments, board games and puzzles, books, and outdoor playtime.

We also provide a quiet "study hall" environment during the first hour of our extended care program (until about 4:15) for older elementary students to work on homework. Study hall typically takes place in the school library. This program is an extension of both our extended day program and the BCD day and we ask that students who participate in study hall to continue to follow BCD's school motto: respect yourself, respect others, and take responsibility for your actions. Please note that if your child participates in study hall, your family will be billed at our regular extended care billing rate.

Extended care is billed at \$8.50 per hour/per child in ½ hour segments. Invoices are mailed as follows:

- August and September hours will be invoiced the first week of October
- October and November.....December
- December and January.....February
- February and March.....April
- April and May.....last week in May (or first few days in June)

Extended care follows our school calendar and hours are Monday-Friday from 3:00-5:45. We ask that you pick up your child on time and remember that your extended care agreement form outlines a late fee beginning at 5:45 of \$1.00 per minute/per child. The school pays the late fee directly to extended care personnel as compensation for working beyond their scheduled hours and possibly missing scheduled appointments or other events as a result.

Please note that BCD's extended care program is closed on regular school holidays and professional development days. In addition, extended care is not available on the following dates:

- September 11 (Hopes and Dreams Conferences)
- October 7 (Parent Teacher Conferences)
- October 30 (Halloween, ½ school day)
- December 18 (holiday performance, early dismissal)
- April 7 (Parent Teacher Conferences)
- May 26 (Field day, early dismissal)

We welcome your questions and feedback. Please feel free to contact Kath Courter, BCD's Preschool and Extended Day Director, at 303.527.4931 ext. 320. If you need to contact the extended care teachers during aftercare hours, please call 303.527.4931 ext. 229. We also have a cell phone available for emergencies only: 720.346.3889.

Sincerely,

Kath Courter
BCD Preschool and Extended Day Director