



NORTHWEST CHRISTIAN SCHOOL EXTENDED CARE

Extended Care is designed for children currently registered at NCS who need additional care outside of the regular school day. This service is provided for students in the preschool, three year olds, through fifth grade at NCS. Extended Care teachers are background checked and provide a safe and less structured environment for our before and after school program. This program is also a licensed program and meets all state requirements.

Extended care is available from 7:30 AM until the start of school **for the K and younger aged child** and from the end of the school day until 5:30 PM **for the preschool to 5th grade aged child**. While this program is available to all students, requests for Extended Care must be reserved so that the appropriate adult to student ratio is maintained. If a parent is signing their child up for Extended Care on a regular basis, the parent will be charged \$4.75 an hour for scheduled hours; if a child is absent, the fee remains the same. With space availability, extended care may be used on a “drop in” or occasional basis at \$5.25 an hour. All requests for occasional care must be pre approved on a daily basis through the preschool office; this ensures that state mandated room ratios are maintained. There is a minimum daily charge of one hour whether the student is scheduled for a regular schedule or drop-in basis.

Each child in Extended Care must be signed out on the teacher’s clipboard. The computer system in the preschool office will automatically calculate your balances based on your sign-in/out times. However, per state regulation, each parent must still physically sign in and out on the daily log sheets with a first initial and full last name. These are state requirements; with no sign out time, all students will be automatically clocked out at 5:30 p.m.

The state of Arizona requires that a state required **emergency contact** blue card is filled out; **the emergency card used for elementary is not sufficient for the Office of Child Care Licensure that oversees the Extended Care program**. These blue cards will only be accepted by the Early Education office to ensure appropriate compliance to all details. No child may attend Extended Care until the required blue card is received.

If you have further questions about Extended Care please contact Pam Tarbuton in the preschool office. She can provide the application, blue card and answer any questions you may have about Extended Care.

Dawna Underwood 602-978-5134 dunderwood@ncsaz.org Jenn Lindsay 602-978-5134 jlindsay@ncsaz.org
Pam Tarbuton 602-978-5134 ptarbuton@ncsaz.org

