

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 NCS students in preschool through fifth grade. Extended Care teachers are background checked and this program is licensed and meets all state requirements. Children are provided a safe and less structured environment before and after school.

Extended care is available from 7:30 AM until the start of the school day for preschool and all-day kindergarten age children only, and from the end of the school day until 5:30 for preschool through 5th grade. While this program is available to all students, requests for Extended Care must be reserved so the appropriate adult to student ratio is maintained. If a parent is signing up for Extended Care on a regular basis, the parent will be charged \$4.25 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 \$4.75 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 child is attending on a regular schedule or drop-in basis.

Each child in Extended Care must be clocked out daily via the computer *and* signed out on the teacher's clipboard. The computer system will automatically calculate balances due based on child sign-in/out time. 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. In addition, without a sign-out time, students will be automatically clocked out at 5:30 p.m.

As Extended Care is a licensed program the state of Arizona requires a filled-out blue card and shot records for each child. Records maintained in the Elementary Office do not meet the state mandated guidelines for this program. These blue cards will only be accepted by the Early Education Office to ensure appropriate compliance to all details. No child may attend until a blue card and current shot records are received.

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

Pam Tarbuton 602 978-5134 ptarbuton@ncsaz.org