



EXTENDED CARE PROGRAM

Norfolk Collegiate’s Extended Care Program is licensed by the Virginia Department of Social Services. It is open every day school is in session, unless otherwise noted on the school calendar.

Hours of Operation: Morning Care: 7-8 a.m.; Afternoon Care: 3-6 p.m.

Registration Forms: **ALL** students must complete the registration form at the beginning of the school year. We will not charge your account for the registration fee until the first day in which your student attends the program.

Registration Fee: \$20 per child per year

Daily Fee Structure:

Morning Care	\$6	Early Release	\$35
Afternoon Care	\$18	Full Day	\$50

Extended Care fees will appear on your child's student billing statement monthly.

Arrival Procedures

Morning care is will be provided from 7-8 a.m. in the Art Room. You must accompany your child into the building and sign them in with the teacher on duty. Please ring the bell located on the second entrance in the carpool loop, which is closest to the playground. An extended care staff member will open the door. The K-1 children will be escorted by the Extended Care program staff to their classrooms at 8 a.m. All other grades will be released when the bell rings.

Dismissal Procedures

Afternoon care students will be supervised in grade level groups and are assigned to classrooms. Children **MUST** be signed out by an authorized adult by 6 p.m. A late charge of \$1 for every minute will be applied, if a student is not picked up by 6 p.m.

Snacks

Children enrolled in afternoon Extended Care will be served a snack and drink each day. Please note that on days school is dismissed early, students are to bring a lunch with them if lunch was not served during the school day. A snack will be served on days when there is early dismissal. Food allergies should be specifically noted so that snacks provided are safe for the child to consume.

School Closings and Delays

In the event that the school has an unscheduled early dismissal due to an emergency including severe weather, Extended Care will not be offered. Parents will be notified of a closing through our emergency notification system. If school is delayed, the Extended Care Program will begin 30 minutes prior to the new school start time. If school is canceled, the Extended Care Program is also canceled.