**NOTRE DAME ELEMENTARY EXTENDED CARE PROGRAM**

**Extended care will be offered to parents who need after school care for their children. Our program is designed to provide quality care by competent personnel in a relaxed and caring atmosphere.**

**Registration: $10 per student**

 **Your child MUST be registered in the program in order to**

 **use the service. Once you are registered, you may use the**

 **service at your convenience including hourly, daily, or**

 **weekly.**

**Extended Care Information**

**Hours: 2:30-5:30 PM (Monday-Friday)**

**Fee: $5.00 per hour for first child.**

 **$3.00 per hour for each additional child.**

 **$60.00 per week for full time use when paid in advance**

**Phone: contact number during hours of operation is (570) 269-4552**

 **THERE WILL BE A FEE OF $5.00 FOR EACH 15 MINUTES AFTER 5:30 PM!**

**Snacks: Please pack a snack and drink for you child(ren).**

**Schedule: 2:30 PM Attendance, snack**

 **2:45 PM Homework/playtime for younger students**

 **3:45 PM Playtime**

 **5:00 PM Quiet activities (reading, video, board games, etc.)**

**Payments: Payment must be sent in to the school on the Friday before**

 **the week of intended use. You will be provided with intended use**

 **forms. We ask that you complete this form and send it to the**

 **office with payment in an envelope marked EXTENDED CARE.**

 **If you find you need the service at some point during the**

 **week, you must send in a note and payment with your child**

 **that day. For those using the program daily or weekly you**

 **may pay, in advance, by the month.**

**IF YOU FEEL YOU WILL USE THIS SERVICE AT ANY POINT DURING THE YEAR, PLEASE COMPLETE THE REGISTRATION FORM AND RETURN, ALONG WITH THE $10 PER CHILD REGISTRATION FEE, IN AN ENVELOPE MARKED “EXTENDED CARE”**