

## WEE DISCIPLES CHRISTIAN ACADEMY EXTENDED DAY PROGRAM

Wee Disciples Christian Academy offers an “Extended Day” Program for children registered in preschool. We will care for your child every day after class until 3:00 p.m. or just occasionally when you need it to run errands, volunteer, or go shopping. Extended Day activities will include play time, movies, games, reading, lunch, and rest time. Wee Disciples Christian Academy staff will work the program, so your child will be surrounded by familiar faces and friends!

Extended Day will begin the first day of school. If you need full day care, your child can attend Wee Disciple’s Before and After School programs as well. **Price for the Extended Day will be \$20.00.** Extra forms are available outside the Wee Disciples Christian Academy office. If a student enrolled in a M/W/F or M - F class utilizes Extended Day at least two (2) days per week, the price will be \$15.00 per day. If a student enrolled in a T/TH class utilizes Extended Day services each Tuesday and Thursday, the price will be \$15.00 per day. **If a child is utilizing Before/After School Care, attending Preschool, and attending Extended Day, a discount may be applicable. Please see office staff for discount information.**

### Important Information:

- Only children registered in Wee Disciples preschool classes may participate. At this time, we do not offer Extended Day services for children enrolled in our Wee Tots two-year-old program.
- You can register daily or weekly. Payment must be made in the office only. All services must be paid by the end of week that services are used unless prior payment arrangements have been made with the office staff. **Please keep checks for these services separate from tuition checks.**
- Please leave payments in the box labeled for payments (for Before/After and Extended Day) on desk in office.
- You must pack your child’s lunch on days extended day is used. The food cannot be shared with other students and must be labeled with the child’s first and last name as well as the date. Any small sticker will suffice for the date. We can supply stickers if needed. Lunchboxes are to be dated every day. Please place lunch boxes on top of the Extended Day cubby. **When packing lunches, pack food that does not need to be reheated.**
- Please be sure to send all items for Extended Day, such as a blanket, favorite sleep toy, small pillow and sheet in a cloth grocery bag with handles with the child’s name boldly printed on the outside. Be sure to place this bag in the Extended Day cubby. This would be a great help to the staff when they gather each child’s belongings. Cots will be provided for rest time. These items will be sent home to launder on Fridays.
- During extended day, our student conduct policy will apply. (see page 12 of Parent Handbook). It is our policy to always work with any student with behavior difficulties and implement a plan to encourage improvement. Serious violations of school rules include fighting, profanity, destruction of property, disrespect and threats to staff and/or classmates, or bringing knives or similar instruments to school. If behavior assistance fails after meeting with parents and three (3) written warnings have been issued or a student exhibits suspension or possible expulsion. All behavior and actions will be documented on a School Discipline Report form and the Board will rule on the matter within two (2) weeks
- **You must arrive promptly to pick up your child by 3:00 p.m. or your child will be sent to the After School Care program. You will then be responsible to pay for the After School Care program.**
- If school is closed or dismissed early due to inclement weather, there will be no Extended Day.

If you have any questions about the Extended Day program, please feel free to contact Laura or Kathy in the office at 304-707-6812.

**REGISTRATION FORM - EXTENDED DAY**

Name of child: \_\_\_\_\_

Wee Disciples class he/she attends: \_\_\_\_\_  
(Teacher, Days, and Times)

Emergency contact number: \_\_\_\_\_

Week of: \_\_\_\_\_

Day(s) participating: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_  
Thurs \_\_\_\_\_ Fri \_\_\_\_\_

**\*\*\* Office Use \*\*\***

Extended Day \$ \_\_\_\_\_

Total paid: \_\_\_\_\_

Date: \_\_\_\_\_

Check #/Cash: \_\_\_\_\_

Will your child be staying for After School Care? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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I understand the emergency form for Wee Disciples Christian Academy applies for this program. Additionally, I understand that if I'm not here by 3:00, my child will be taken to After School Care and I am responsible to pay for those charges.

I have read and understand the Wee Disciples Christian Academy's policy on sunscreen located on pg. 10 in the Parent Handbook.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_