

Countryside School Extended Day Program Policies, Schedules, and Fees

General Information

Countryside School offers an attended Extended Day Program as a convenience for parents who can not pick up their students at the regular pick-up time.

The Countryside School Extended Day Program offers students a snack during the early part of the program followed by activities and study time.

Please note that, in order to avoid confusion, all references to time in this policy are per the wall clocks at Countryside School that are automatically set by the radio signal from the National Atomic Clock at the National Institute of Standards and Technology in Boulder, Colorado.

Schedule

The Countryside School Extended Day Program is comprised of up to three consecutive sessions. Session 1 runs from 3:00 PM until 4:00 PM. Session 2 runs from 4:00 PM until 5:45 PM. On early-dismissal days, Session 0 runs from 12:00 PM until 3:00 PM.

The distinction between Session 1 and Session 2 serves students who attend other Countryside club or sport activities after school but who also need the Extended Day Program accommodation either before attending or after being dismissed from the club or sport.

Any student who has not been picked up by the end of the school day pick-up time defined in the Countryside School Family Handbook (3:10 PM on regular days, 12:10 PM on early-dismissal days) or within 10 minutes of the scheduled end of any after-school club or sports will be directed to the Extended Day Program, if it is available, and the student's parents will be billed for charges, including an Emergency Accommodation Fee, according to this policy and the fee information below.

Notifications

So that appropriate preparation and accommodation can be made, parents must notify the Extended Day Program Director or the School Administrative Assistant as to how many of their students will attend which Extended Day Program sessions by at least 15 minutes prior to dismissal time (2:45 PM on regular days, 11:45 PM on early-dismissal days). Parents of any student attending the Extended Day Program who do not provide prior notification will be assessed an Emergency Accommodation Fee in addition to the normal Extended Day Program fees according to this policy and the fee information below.

Attendance

The Countryside School Extended Day Program attendant will take attendance 15 minutes after the beginning of each session (12:15 PM for Session 0, 3:15 PM for Session 1, 4:15 PM for session 2) to record which students are attending each session for billing

purposes. The parents of any student attending any part of any session will be billed in full for that session.

Pick Up and Sign-Out

So that the Extended Day Program attendant can know that each student attending the program is safely picked up by an appropriate person, it is required that parents with students attending the program sign their students out with the program attendant at the pick-up time. If someone other than the parents will be picking up a student it is requested that the parents let the Extended Day Program attendant know who will be picking up their students and it is required that the person picking up the students sign the students out with the program attendant at the pick-up time. Due to the time and effort required for the program attendants to contact the parents to make sure that students not properly signed out are safe, the parents of any such student will be assessed a Failure to Sign-Out Fee per incident according to this policy and the fee information below.

If any student is not picked up from either Session 0 or Session 1 by the time attendance is taken for the following session (1 or 2, respectively) then that student will be recorded as having attended the subsequent session and that student's parents will be billed for the full attendance cost of that next session. If any student is not picked up within 5 minutes of the end of Session 2 then that student's parents will be assessed a Late Pick Up fee according to this policy and the fee information below. Further, after failing 3 times to pick up a student within 5 minutes of the end of Session 2, that student will no longer be eligible to attend the After School Program.

Billing and Payment

For all Extended Day Program charges that are not covered by the pre-paid monthly option, a bill indicating the charges will be sent home at the beginning of each month following a month of attendance. All bills will be set according to the attendance and sign-out records described above.

All bills must be settled with the Extended Day Program Director or the School Administrative Assistant or the School Business Manager within two weeks of delivery otherwise they will be considered past due. Any student with an outstanding past-due Extended Day Program bill will not be allowed to attend the program until the bill is settled. Any attendance in violation of this provision will be assessed an Emergency Accommodation Fee for each day of attendance regardless of prior notification.

Pre-payment

The Countryside School Extended Day Program offers a discounted pre-paid monthly rate for families who wish to use all sessions of the program every day. Please see the Extended Day Program Director or the School Administrative Assistant to sign up for pre-paid monthly enrollment. The discounted rate is only available on a pre-paid, monthly basis and is charged at a rate for all scheduled days in the month. No refunds can be made for days not attended.

Fee Schedule

The Countryside School Extended Day Program fee schedule is as follows:

Session	Daily Rate	Pre-paid Monthly Rate
0 (12:00 PM – 3:00 PM)	\$11.00	\$9.00
1 (3:00 PM – 4:00 PM)	\$7.00	\$9.00
2 (4:00 PM – 5:45 PM)	\$4.00	
Emergency Accommodation Fee	\$5.00	N/A
Failure to Sign-Out Fee	\$5.00	\$5.00
Late Pick Up Fee (per minute)	\$1.00 / min	\$1.00 / min

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