

## **EXTENDED CARE PROGRAM**

Little Lambs Academy offers an Extended Care program for children who are currently enrolled in the preschool. This program can also be used for siblings of children enrolled in our 2-Toddler class or Infant class, as well.

**Hours: Monday-Friday, 8:00am-4:00pm**

**Extended care cost: \$3.50 per hour** \*For parents who stay in the building

**\$5.00 per hour** \*For parents who leave the building

**2-Toddler class sibling care: \$3.50 per class**

**Infant class sibling care: \$3.00 per class**

\*If you cancel for any reason on the day your child was scheduled to be here, a \$5.00 fee plus the normal charge for those hours will be assessed.

\*If you would like to use the Extended Care the same day you inquire and we are appropriately staffed, a \$5.00 fee above and beyond the hours scheduled will be assessed.

\*If a stay extends 10 minutes into the hour, ½ the rate will be charged.

### **To Sign Up:**

Parents will receive a blank calendar each month.

1. Simply fill in the spaces on the calendar with the following information:

Time: \_\_\_\_\_

Reason for Care: \_\_\_\_\_

- A) In the building
- B) Out of the building
- C) Mommy/Me Class

2. Return the completed calendar before or by the first of the month. Calendars can be given to Jeanna or put in the Parent Mailbox in your child's classroom.

3. To make changes to your calendar please contact Jeanna promptly. She can be reached at (262) 679-1441 Monday through Friday from 8am-4pm.

**\*\*See the (\*) information above for details on adding or subtracting hours.\*\***

### **Billing Information:**

-You will be billed based upon the days and times that you have filled out on your calendar. If your child's stay extends past the time you have indicated on your calendar, you will be charged until the time of the actual pick-up.

- Bills are issued monthly and will be put in your child's mailbox. If you don't have a child in the 3K or 4K, your bill will be given to you in class.

- Payment is due by the 10<sup>th</sup> of each month. Payment can be given to Jeanna or left in the Tuition Box downstairs. If you are paying for anything in addition to Extended Care, please make a note of it somewhere on your payment.