



EXTENDED CARE PROGRAM

The Extended Care program at OWS seeks to support families in our school by creating a nurturing space for our children after normal school hours. It is our vision that the physical and emotional space will support the whole community – children, parents, teachers, staff and even grandparents and other special friends. In this way, the Extended Care program hopes to serve as a “community care” program that can act like a great hearth – a place where people may gather to feel community. The following options serve the diverse childcare needs of OWS families:

- **Morning Care** - Morning Care is beginning at 7:30 each morning. All students will transition directly into their normal classes at the start of the school day.
- **Hearthcare** - Hearthcare serves early childhood students who need care after the end of their school. The first portion will provide a quiet mid-day rest period until 2:30 p.m. Those not picked up by 2:45 may continue directly into the second portion until 5:30 p.m. Bulk registration is required and is available for the first portion. The second portion (2:30-5) may be purchased as bulk or charged hourly.
- **Grades After School Care** - After School Care is offered for all grades students. Children up through grade four will go directly to After School Care, while children in grades 5-8 will go to Study Hall for the first hour then join the younger children in After School Care at 3:45.
- **Grades Study Hall**- Students in grades 5-8 who need care after school will be in Study Hall for the first hour after snack. This quiet space is supervised by a faculty member with a goal of allowing older students to complete homework.
- **Break Care** - Childcare is available for students on most dates when school is not in session. Please see the extended care registration form for a list of Break Care dates, along with hourly and daily rates. (A minimum number of students are required.)
- **Evening Care for Parent Meetings** - Our Extended Care staff can provide this service if 3 or more children are signed up one day prior to the meeting.

Registration, Reservation, and Billing - Olympia Waldorf School is a licensed childcare facility by the State of Washington. This licensing requires stringent tracking of child-to-adult ratios. For this reason, we have a formal process for notifying us of your daily childcare needs.

In order to participate in the Extended Care program, you must reserve a time slot. Your child’s space is **reserved** after you have specified a time slot for your child on a particular day on a registration form, or on a drop-in basis by signing up in the office. You may sign up ahead of time or call the office before the end of the normal school day. If your child does not have a space reserved by **2:00 p.m.**, you will be charged the Emergency Care rate (see fee schedule). In addition, if you do notify us by 2:00 p.m., you will be charged a Late Pick-Up Fee (see below). Sign-up sheets for drop-in care are in the main office in Prairie Hall. Drop-in care is **not** available for Hearthcare.



NOTE: Once you have made a reservation you are financially responsible for the time reserved, even if you don't use it. Reservations for aftercare may be canceled up to 2:00 p.m. on the day of care requested. Break Care and Evening Care require 24-hr notice. Early notice is appreciated!

Late Pick-Up Fees -There are two instances when you will be charged an Extended Care late fee:

- If your child is not picked up within 15 minutes of their class dismissal and does not have an Extended Care reservation. This includes late pick-up from Kindergarten.
- If your child is not picked up from Extended Care at 5:30 p.m.

Please see the attached Extended Care Fee Schedule.

Food- A light snack will be offered to children after school at approximately 3:00 p.m. Children are also welcome to bring a snack from home if they prefer. There will be some consideration given to special food needs, but it is advisable to pack a snack or two if your child has very specific food needs. For Break Care, please pack the same hearty lunch you would send for a school day; only a snack will be provided.

Clothing- Please ensure that your child is dressed appropriately for the weather, has sturdy play shoes, and at least one full change of clothing in a bag at school. It is imperative that we are able to change them into clean dry clothing when they get wet.

Pick-Up Procedures - When picking up your child, it is imperative that you sign them out by either signing a full signature (no initials) on appropriate sheet (early childhood) or tablet (grades program).

Additional Information- For customizing care options, and for more detailed fees and billing information, please see the Extended Care Registration Form available in the office or online at our website.

EXTENDED CARE POLICIES

In addition to the above-noted policies, Extended Care staff and students follow all OWS policies and procedures. Complete descriptions of these policies are located in the Kinderhaus, in the Parent Resource Center in Prairie Hall by the main office, and on our website at <http://www.olympiawaldorf.org/current-families.html>.

Please note the following:

Disaster Preparedness: We regularly run fire, earthquake, and lock-down drills that are the same procedures as during the school day. Please see full procedures.

Code of Conduct: Children are expected to follow all school rules and the OWS Code of Conduct. Extended Care staff will work with a child's teacher in the event that a child is having difficulties during Extended Care. Parents also will be notified by staff. The school's Discipline Policy will be followed in the event that intervention is not successful. Please see Code of Conduct, Dress Code, Playground Rules, and Discipline Policy.



Health and Safety: We are guided by state law and regulations with regard to our health and safety practices during Extended Care. These are clearly outlined in the OWS Health Policy. Categories for this policy include:

- PROCEDURES FOR INJURIES AND MEDICAL EMERGENCIES
- FIRST AID
- BODY FLUID CONTACT OR EXPOSURE
- INJURY PREVENTION
- POLICY AND PROCEDURE FOR EXCLUDING ILL CHILDREN
- COMMUNICABLE DISEASE REPORTING
- IMMUNIZATIONS
- MEDICATION POLICY
- HEALTH RECORDS
- CHILDREN WITH SPECIAL NEEDS
- HANDWASHING
- CLEANING, SANITIZING, AND LAUNDERING
- SOCIAL-EMOTIONAL-DEVELOPMENTAL CARE
- FOOD SERVICE
- NUTRITION
- PHYSICAL ACTIVITY
- CHILD ABUSE AND NEGLECT
- DISASTER PREPAREDNESS
- STAFF HEALTH
- ANIMALS ON SITE
- NO SMOKING POLICY

Staff Requirements: All Extended Care staff have first aid/CPR training and a background check.



EXTENDED CARE FEE SCHEDULE FOR 18-19

Type of Service or Charge	Fee
Morning Care – Bulk Rate	\$935 per year
Morning Care – Daily Rate	\$9.00 per hour
Hearthcare until 2:30 – Bulk Rate 3 days/week	\$1115 per year
Hearthcare until 2:30 – Bulk Rate 5 days/week	\$1855 per year
Hearthcare until 5:30 – Bulk Rate 3 days/week	\$3540 per year
Hearthcare until 5:30 – Bulk Rate 5 days/week	\$4195 per year
Grades Study Hall – Bulk Rate	\$940 per year
Grades Study Hall – Hourly Rate	\$9.00 per hour
Grades After Care – Bulk Rate	\$2815 per year
Grades After Care – Hourly Rate	\$9.00 per hour
Break Care – Full Day	\$55 per day
Break Care – Hourly	\$9.00 per hour
Meeting Care (1.5-2 hours)	\$18 per meeting
Emergency Care	\$12 per hour
Late Pick-Up Fee(15 min. after regular class dismissal and if child is not picked up by 5:30 p.m.)	\$20.00

Please note that fees for Extended Care Services are reviewed and updated each year. Parents can expect small increases per year to cover increased operational costs.

For additional information on our Extended Care program, please contact the Extended Care Coordinator, via email at info@olympiawaldorf.org, or by calling our main line (360) 493-0906.