



# EXTENDED CHILD CARE FAMILY NEWSLETTER MARCH 2009



## Spring Break – Join us for spring fun

Sign ups for Mark West and Wright District are complete so please call the Office to change your schedule!

**Mark West District** (March 23<sup>rd</sup>-27th): All centers combined at San Miguel Center.

**Wright District** (March 23<sup>rd</sup>-27th): All centers combined at JX Wilson Center.

Sign ups for Windsor District are currently at centers and ready for parents to sign up.

**Windsor District** (April 10-17th): Cali & Brooks students at Cali Center,  
Mattie & Windsor Creek Students at Windsor Creek.

## Summer is Coming! April 15th Deadline! Form on back...

It's time to start thinking about whether you will be using child care during the summer. With the current school year ending at the end of May/beginning of June, we have set the deadline for summer enrollments at **April 15th** so that we have time to plan our summer programs. Enrollment for summer is on a first-come, first-served basis and your Request Form (see back) needs to be received **no later than April 15<sup>th</sup>**. If you do not attend our summer program, you can still reserve a space for next fall – see below for fall enrollment information.

Families may, with a **four (4) week** drop notice, stop using care during the summer and return at the start of school in the fall, but **may not** return later in the summer. **Parents are able to sign up for care during summer school only. See below.**

**Summer School:** Children attending both before and after summer school will be considered as having a full day schedule for billing purposes. Children attending before summer school only, or after summer school for up to 5 hours will be billed at the half-day rate; those attending more than 5 hours will be billed at the full day rate. Children attending summer school and using childcare all summer will be assigned to the center where summer school will be held. Those children must use that center for the entire summer. They will not be allowed to change to another center after summer school.

**Fall Enrollment:** We realize it's early for some of you to plan for next fall but it helps us do kindergarten enrollments if we have that information. Please complete the form on the back of this newsletter indicating your plans for fall at this time. We have included a space to say that you are not sure at this time but **if we do not hear from you by July 15<sup>th</sup>, your child will be dropped from the program.**

**INCOMING KINDERGARTNERS:** If you have an incoming kindergartner, please call the main office at 545-2402 immediately or indicate this on the form listed on the back of this newsletter. This will assure a space for your student for Fall 2009. Thank you.



## Extended Child Care Summer and Fall 2009 Care Request Form

Use any of the following ways to enroll your child for summer care and tell us of your plans for care in the Fall. **Please respond by April 15, 2009.** Don't forget to sign your name at the bottom of the form!

1. Complete the form and mail it to the main office at: 1745 Copperhill Pkwy, Suite 5, Santa Rosa, CA 95403.
2. Complete the form and fax it to the main office at (707) 545-4860.
3. Complete the form online at [www.extcc.org](http://www.extcc.org).

If you do not know your child care needs for Fall at this time, please check that box under the Fall 2009 Care section and return the form to us by April 15, as indicated above. Don't forget to follow up in writing by **July 15, 2009** with your Fall schedule!

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Child(ren)'s Name(s): \_\_\_\_\_

Center: \_\_\_\_\_ Parent Name: \_\_\_\_\_

### Summer Care

- **Families must have a zero balance on their childcare bill to use summer care.**
- The minimum weekly schedule available for Summer is 3 Full days (more than 5 hours per day), or 5 Part days (0-5 consecutive hours per day).
- Families signing up for Part day care should be aware that if your child attends a field trip which lasts more than 5 hours, your bill for that day will be adjusted to the full day rate.
- After May 15, there is a **4-week drop notice** required for any summer schedule. Prior to that date, there is a 2-week drop notice for summer care.
- ECC Centers are open 7am-6pm during the summer.
- *Care is provided on a first-come, first-served basis.*

Summer Care Needed:  No  Yes (If yes, please indicate your schedule below.)

Summer Schedule:

**5 Full Days** The Full Day Rate is \$26.75 per day (more than 5 hours)

**4 Full Days** Please circle the days your child will attend: M Tu W Th F

**3 Full Days** Please circle the days your child will attend: M Tu W Th F

**5 Part Days** The Part Day Rate is \$15.00 per day (up to 5 consecutive hours)

Care needed during Summer School – If you plan to enroll your child in summer school, please call the main office after you have received confirmation from the school that your child is enrolled in summer school. We will create a summer school-only schedule for your family at that time.

**Fall 2009 Care** The minimum weekly schedule is 3 days per week. If you do not inform us in writing by July 15, 2009 of your child's schedule for the Fall, your child(ren) will be dropped from the program.

Fall Care Needed:  No, we are dropping care. My child's last day will be \_\_\_\_\_

Yes, and I will keep the same schedule as this year.

Yes, and my child's new schedule will be (Please circle the days your child will attend):

Before School	After School
M Tu W Th F	M Tu W Th F

I am unsure at this time, but I will let you know by **July 15, 2009**.  
I understand that if I do not respond by this date, my child(ren) will be dropped from the program.

New Kindergartner for Fall 2009:

- I have another child who will be entering Kindergarten this fall and will need care.  
Child's name: \_\_\_\_\_  
Summer care needed?  Yes  No

**Requested by:** \_\_\_\_\_  
Parent Signature Date