



EXTENDED CHILD CARE FAMILY NEWSLETTER MARCH 2007

Summer is Coming Early this Year! April 1st Deadline!!!

Now is the time for families to start thinking about this summer, and if you will be using your Extended Child Care program or not. With the school year ending this year at the beginning of June, we have moved the deadline for summer & fall enrollments up to **April 1st** so we have time to plan our summer programs.

Policy Change: Summer part time care (0-4 consecutive hours per day) will be limited to five days per week. We are no longer offering less than five days per week for part time care during the summer, **except during summer school.**

Families now enrolled in Extended Child Care have three options when you call in for the summer enrollment:

1. You can let us know that when school ends in June, that you will no longer be using childcare. It will serve as your two-week notice.
 2. You can let us know that you will not need childcare in the summer, but will return at the start of school in August.
 3. You can let us know that you will be using childcare in the summer as well as fall, and what your schedule will be in the summer.
- Families may, with a two-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.
 - The minimum daily schedule is for 4 hours or under. More than 4 hours of care in one day is considered a full day for billing purposes. The minimum weekly schedule for 4 hours or less is 5 days per week.
 - The minimum weekly schedule for full days is 3 days per week.
 - Families signing up for less than 4 hours a day should be aware that if field trips last more than 4 hours, your bill for that day will be adjusted to the full day rate.

There are three ways to enroll for summer by **April 1st**:

1. Complete the form on the back and return with your check.
2. Complete the enrollment form online at www.extcc.org
3. Call your enrollment information into the office at 545-2402 or Fax to 545-4860

CHILDCARE FOR SUMMER SCHOOL

Children attending before and after summer school will be considered as having a full day schedule for billing purposes. Children attending only before or only after summer school will be billed for a half-day of 4 hours or less of care, or billed for a full day for more than 4 hours of childcare. 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.

INCOMING KINDERGARTNERS: If you have an incoming kindergartner, please call the main office at 545-2402, immediately so we can set up your child in our system and prepare packets for enrolling your student for Fall 2007. Thank you.

IMPORTANT REMINDER: We are no longer comfortable with parents calling the center and having their children sent out to the parking lot to be picked up. Please come into your child’s center to pick up your child each day. The staff needs to have regular contact with parents in order to maintain good communication. We feel it is unsafe to send children into the school parking lot unsupervised.

Remember: Families must have a zero balance on their childcare bill to use summer care.

Extended Child Care Summer & Fall 2007 Care Request Form

(Please send in with your payment or fax to 707-545-4860)

Main Office Phone #: 707-545-2402

Child(ren) Name(s): _____ **Summer Care: Y N Fall Care: Y N**
(Please Circle Y for yes or N for no for each)

Parent Name: _____ Center: _____

• **Summer Care:** (minimum of three days per week for full days - **five days per week required for part days**)

Limited Care Available

FD=Full Day \$24.75 per day PD=Part Day 0-4 consecutive hours \$12.25 per day

Please check mark days needed and circle Full Day or Part Day (ECC Centers are open 7am-6pm)

_____ FD PD _____ FD PD _____ FD PD _____ FD PD _____ FD PD
Monday Tuesday Wednesday Thursday Friday

• **Fall Care:** (minimum of three days per week)

Please check mark days needed or choose the schedule your child held last year. **Same schedule as last year:** _____

Before School: _____ **After School:** _____
M Tu W Th F M Tu W Th F

I have an incoming Kindergartner for Fall 2007: Y N Child Name: _____ Summer Care: Y N