



Extended Care Policy

Oak Hill Academy is proud to offer parents quality options for before and after school care for children within our school community. Our extended care program incorporates the same educational philosophy that has become the hallmark of Oak Hill Academy. An afternoon snack will be provided, and children will have opportunities to play on the playground, work on homework assignments (providers are not acting as tutors), and participate in games and activities.

The program is only available for Oak Hill Academy kindergarten through middle school students on regular school days. (Preschool students need prior approval to be accepted into the afterschool program.) Full and part-time care **MUST** be scheduled in advance through our online registration form. Priority will be given to full-time needs.

Staff Child Ratios

In order to attend aftercare, the student must be able to function in an 8:1 ratio.

Hours of Operation

Monday-Friday- 7:30 am - 8:00 am

Monday - Thursday 3:15 pm - 5:30 pm

Friday 2:15 pm - 5:30 pm

Aftercare is not available on the following days due to special events:

October 9, 2025 (Half Day - Parent Conferences); November 21, 2025 (Grandfriends Day); December 12, 2025 (Talent Show); December 19, 2025 (Winter Break); January 29, 2026 (Half Day - Parent Conferences); March 13, 2026 (Spring Break); May 8, 2026 (Teacher Appreciation Event); May 14, 2026 (Half Day - Parent Conferences); May 21, 2026 (Last day of school)

Fees

See attached schedule below for monthly fees. All fees are billed through FACTS and due on the 15th of the month. In the event that payment is delinquent, student will not be able to attend the following month. **Drop-in fee is \$25 per day for afternoons and \$5 per day for mornings.**

Late Pick-Up Policy and Fees

Our extended care program is offered as a convenient option for students to arrive early or stay late to accommodate parents' schedules. However, if parents arrive late, late fees will be charged. **Late fees for pickup after 5:30pm: \$3 per minute for the first 15 minutes; \$5 per minute beyond.**

If a student is routinely picked up late, the Extended Care Coordinator will meet with the Executive Director and the student may be placed on a 1 month suspension from aftercare. Any further late pickups may result in termination of extended care services.

If a parent is aware they are going to be running late, in interest to our staff's time, parent should communicate with extended care staff via email (jvazquez@oakhillacademy.org).

Location

Extended Care is located in the school library. Students will also have access to the playground and gym when other activities do not conflict.

Pick Up

Student must be picked up by an authorized adult as indicated in Renweb. If a different adult will be picking the student up from extended care, an email must be sent to the Front Office notifying Oak Hill of the change. Parent/Guardian must come into the school and sign the student out from extended care. Parent/Guardian must safely put their child into their car- cars are constantly driving in the parking lot and we do not want children running into the parking lot.

Staffing

Extended care is staffed by a combination of both teachers and teacher aides. All extended care staff are employees of Oak Hill Academy and abide by all Oak Hill handbook policies. We do not have behavior support at Aftercare.

Behavior Requirements

Student safety is of utmost importance. On occasion, we recognize that while a student may function well in the Oak Hill classroom, the less structured extended care environment causes dysregulation that leads to unexpected behaviors. In order to maintain the safety of students and staff, extended care has a **three strike policy** regarding unsafe, aggressive or physical behaviors. Each strike will be documented as a Renweb notice. This includes but is not limited to: elopement from the extended care area, physical aggression (hitting, biting, kicking, pushing, throwing objects, creating an unsafe environment for others), swearing, refusal to follow the group plan consistently, unkind words to peers and teachers consistently, etc. Upon receiving the third strike, the student will have a 1 month suspension from extended care. Any further strikes upon returning will result in termination of extended care privileges. If a student has a shadow during the academic day, they will be required to have a shadow for Aftercare.

Toilet Training Protocol

Students must be fully toilet trained to attend afternoon extended care. This includes letting the staff know when they have toileting needs and using the restroom on their own without adult assistance. After the student has had 3 toilet accidents, the student will be asked to leave extended care until they are more independently toilet trained.

EXTENDED CARE COSTS 2025-2026

| Full Time - Mornings Only | Amount | Due Date |
|--|--|-----------------------------|
| Annual Payment | \$400.00 | September 15 |
| Monthly Payment | \$50.00 | September 15 through May 15 |
| Full Time - Afternoons Only | Amount | Due Date |
| Annual Payment | \$2500.00 | September 15 |
| Monthly Payment | \$300.00 | September 15 through May 15 |
| Full Time - Mornings and Afternoons | Amount | Due Date |
| Annual Payment | \$2750.00 | September 15 |
| Monthly Payment | \$350.00 | September 15 through May 15 |
| Part time - Daily Rates* | Amount | Due Date |
| Mornings Only | 4 days a week: \$40.00 3 days a week: \$30.00 2 days a week: \$20.00 1 day a week: \$10.00 | September 15 through May 15 |
| Afternoons Only | 4 days a week: \$240.00 3 days a week: \$180.00 2 days a week: \$120.00 1 day a week: \$60.00 | September 15 through May 15 |
| Mornings and Afternoons | 4 days a week: \$280.00 3 days a week: \$210.00 2 days a week: \$140.00 1 day a week: \$70.00 | September 15 through May 15 |

I agree to abide by the Oak Hill Handbook and Extended Care Policy.

Student's Name: _____

Parent Signature

Date