



Extended Care Parent Information

Thank you for enrolling your child(ren) in one of our extended-care programs! Please take a few moments to review our policies and procedures, below.

Parent Notebook / Note Board

Each program maintains a Parent Notebook or Note Board to provide you with a daily opportunity to inform us of any circumstances affecting your child, such as attendance, schedule changes, etc.

Program Hours and Check-Out Procedure

- Extended-care hours are 3:30 p.m.—5:45 p.m. You are welcome to pick up your child at any time during this time frame.
- If you arrive before 5:30 p.m., build some additional time into your schedule to allow staff to collect your child from a scheduled activity in another location.
- When you arrive, present yourself first to program personnel and follow checkout procedures. Staff will not release children without a signature.

Pick-up Procedures for Pre-grades 1-2 (only)

Extended Care personnel will release pre-grade 1-2 students ONLY to the adults listed on the registration form. Staff may request that you show a photo I.D.

- If you wish to designate additional authorized individuals during the program (e.g., nanny, grandparent, friend, neighbor), inform the Think Academy Office **in writing**.
- You may use the Parent Notebook to inform program personnel **in writing** that you are authorizing a **one-time-only** pickup.

Late Pick-Up Procedures

Time: Extended-care programs end promptly at 5:45 p.m. If you are running late, call the Think Summer Office at 828.3393 to confirm your arrival time and pick-up location.

- At **5:45 p.m.**, remaining children are relocated to the **West Campus Dining Hall** (See Campus Map: Building 4/Lot P4).
- At **6:00 p.m.**, remaining children are relocated to the **Think Academy Office** (See Campus Map: Building 8/Lot P6).
- **Late Pick-up Fee:** Children picked up after 5:45 p.m. are subject to additional fees:

5:45 to 6:00 p.m.	\$15 flat fee
After 6:00 p.m.	\$1 per minute until arrival