

**DELANCO SCHOOL DISTRICT**  
**EXCARE POLICY**

The Delanco Board of Education extended care program know as ExCare is available to children from Kindergarten through sixth grade; however, space is limited and is filled on a first come first basis.

ExCare provides a snack for children, an opportunity to do homework, and recreational activities.

ExCare has 2 sessions 7:00-8:15 Am and 3:00-6:00 PM. Student who are dropped off earlier than 7:00 AM or picked up after 6:00 PM will be charged \$1.00 per minute late fee. **YOU CANNOT DROP OFF YOUR CHILD AND LET HIM/HER WALK INTO THE BUILDING ALONE.**

Billing is done on a monthly average (10 months in a school year). Reminders are given out at the beginning of the month, and payment is expected by the 15<sup>th</sup> of the month for the following month. A \$10.00 late fee will be charged if payment is not received by the due date. Post-dated checks are not acceptable, as deposits are made daily. Also, all checks should be made out to the Delanco Board of Education. \* **Cash Payments Are Not Accepted—Check or Money Order ONLY.**

If a child enters the program within the first 2 weeks of September, full payment is expected. After two weeks, payment will be determined by actual attendance. All other payments will follow the established payment schedule.

The children are permitted to bring toys, electronic games, I-pods, etc. to school with prior approval. The Delanco Board of Education has no liability coverage for the loss or destruction of personal property.

ExCare is available 5 days a week. Days missed due to inclement weather will be made up. There are no 3:00-6:00 PM ExCare services on the last day of school in June. If school is dismissed after school has begun, Excare personnel will be available until 6:00 PM. When school opening is on a 2 hour delay schedule, ExCare will not operate. Please listen to the radio station KYW 1060 for school closings. The Delanco code is #677. Notifications will also be made via Global Connect.

If your child is ill, or will not attend ExCare for any other reason, please call (609) 670-6675.

When you are not able to pick up your child, we must have names of **adults** whom you designate before we will release your son/daughter. This must be done in writing. Please do not expect us to release students to other children. If the person you are authorizing is under 18 please note this in your letter.

If your child is going to walk home or ride the bus instead of coming to ExCare, we must know in advance in order to avoid confusion.

If there is a discipline problem, parents will be notified and expected to cooperate with ExCare aides. A copy of Behavior Expectations is given at the start of the school year.

Non-compliance with ExCare policies and procedures can result in a child's removal from the program.

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Parent Signature

Date