



## Explorers (BAC) Information

Our extended care program is called Explorers. Our work in Explorers is an important part of the partnership we have with families in the early education of their children. We are dedicated to providing an excellent program during each stage of a child's day.

### Explorers (BAC) Main Contact:

**Laurie Jorgensen**, Explorers (BAC) Director      503-234-3611 ext. #26 [laurie@childswork.org](mailto:laurie@childswork.org)

### Hours:

**Before care:** 7:30 a.m. ~ start of class time.  
**After care:** End of class time ~ 5:30 p.m.  
**Full day care:** 7:30 am ~ 5:30 pm (for families adding an additional day to supplement their existing pre-school schedule.)  
**Drop in:** Available on an occasional basis for those not needing a regular schedule.

### Cost:

**Explorers (BAC):** \$6.00 per hour (1/2 hr minimum for before care & 1 hr minimum for after care) **\*\*After care between class and enrichment programs are billed for time used.\*\***

Although you will be billed for the minimum times, it is not necessary for your child to stay for the full 1/2 hour or one hour minimums. After the 1/2 hour and one-hour minimum, Explorers is billed in 30-minute increments.

### Drop-in service:

The drop-in service is for families who need additional childcare on occasion, and is not meant to be an alternative for those who need a regular schedule. Drop-in is an option when space is available. Call before 8:15 am for same day drop-in. If you frequently use the drop-in service at the same time and day of the week we will contact you about making it part of a permanent schedule. If you have special circumstances, you can contact Laurie to discuss your scheduling needs. Please remember that when you sign up for a time you have reserved this time. Our cancellation policy applies once your reservation is made.

### Late Fees:

**Before 5:30 pm:** If your child is picked up after his/her scheduled time, you will be charged double the hourly rate of \$6.00 per hour in 15 minute increments.

**After 5:30 pm:** Please be respectful of our teacher's time. If your child is picked up after 5:30 (or closing time for that day) you will be charged \$2.00 per minute.

If late pickups become a problem you could lose Explorers privileges.

### Billing:

Explorer charges are billed at the beginning of the month for the services that your child will receive that month. Drop-in charges will appear on the following month's statement. Charges will be included on your regular billing statement in your class communication file each month. This statement will list all charges including Explorers, tuition and enrichment classes. If there is a change to your child's Explorers schedule during the month, adjustments will appear on the following month's statement. **Explorer fees are a set charge according to your schedule and will not be reduced because of missed days due to illness, vacation or other reasons.** Any questions regarding billing should be referred to Liz DeBarro, our Financial Director, at 503-234-3611 x #24 or [liz@childswork.org](mailto:liz@childswork.org). E-mail is an excellent way to communicate about financial questions.

### Registration:

Explorer hours are scheduled on a first-come-first-serve basis. To register, families need to fill out the Explorer Registration Forms enclosed in your registration packets and also on our website. You will automatically be enrolled for all requested times unless we call you.

Please make a copy of your schedule for your records.

## **Schedule changes** (*additions or reductions to regular schedules*):

Once your child is registered, his/her schedule is considered permanent. If you need to change your child's schedule, notify Laurie by e-mail at least three business days in advance. Schedule change requests can only be honored if there is space available. All schedule changes must be given to Laurie for approval.

## **Drop off / Pick up procedures:**

For the safety of your child always check in/out with the teacher. Your daily in/out times will be recorded by our Explorer teachers.

## **Daily schedule:**

The times for this schedule are approximate and may vary. Please check the Explorers board for an exact schedule.

\*7:30 to 9:00 am Explorers before care is in room # 4 (upstairs)

\*After 9:00 am Explorers will be downstairs

<b>7:30-10:00.....</b> Choice time	<b>1:00-2:00.....</b> Outside	<b>3:30-4:15.....</b> Outside
<b>10:00-10:30.....</b> Snack	<b>1:00-3:00.....</b> Nap	<b>4:15-5:30.....</b> Choice
<b>10:30-11:00.....</b> Outside	<b>2:00-3:00.....</b> Quiet time/Choice/Crafts	
<b>11:00-1:00.....</b> Choice/Crafts/Lunch	<b>3:00-3:30.....</b> Snack	

## **ID:**

The safety of your child is of critical importance to us. **We will ask to see picture identification for anyone coming to pick up your child, including you, until relationships have been developed with staff.** Please keep your picture ID ready and remind anyone else picking up your child of this procedure (you will not be able to pick-up without it). We will not release a child to a person who is not listed on your emergency form unless you have given special permission in writing. **No Exceptions.** Please provide the Explorers teacher with a note if someone on the Emergency Form other than the usual pick-up person will be picking up your child.

## **Communication:**

Communication and consistency between class time and Explorers is very important to us. Therefore, if you give special instructions or share information about your child with your class teacher on any given day, we would appreciate it if you would place a duplicate note in Laurie's box in the main office.

## **Naps:**

If you wish for your child to nap during the day, please indicate this on the Explorers application form. If a child requests a nap we will always accommodate that request and the family will be notified at pick-up. In the nap room children usually get into a sleeping rhythm within the first few weeks. If a child cannot sleep, he or she is offered a quiet alternative (ex. looking at a book).

## **Backpacks:**

Backpacks are helpful for keeping papers and art projects in one place. Please remember to mark all of your child's items with his or her first name and last initials, especially backpacks, water bottles, lunch boxes and coats.

## **Bulletin board:**

There is an Explorers bulletin board located in the Explorers area. This board will display important messages that need to be passed on to you from the Explorers staff. The board will also list the projects and snacks that have been planned for the week. Please check this board regularly.

## **Questions:**

If you have questions or concerns please contact Laurie. You can put a note in her box, email her at [laurie@childsworld.org](mailto:laurie@childsworld.org) or leave a phone message at (503) 234-3611 Ext. #26.

*Thank you for working with us to ensure that Explorers is a safe and enriching experience for your child.*