



Explorers Information Form

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 your child's day.

Explorers Main Contact:

Candice Arditi, Explorers Administrator 503-234-3611 ext. #15, candicea@childswork.org

Regular Explorers Cost: \$8.00/hour

Explorers Hours:

AM Explorers: 7:30 AM to start of class time

PM Explorers: End of class time to 5:30 PM

Explorers AM Drop Off Times:

- 7:30
- 8:00
- 8:30

(Children will be walked to their classroom when their morning class starts at 8:30 or 9:00)

Explorers PM Pick Up Times:

- 1:00
- 3:00
- 4:00
- 5:00
- 5:30

Drop-in Explorers:

- \$10.00/hour
- Drop-in space is very limited and cannot be guaranteed.
- Drop-in service is for families who need additional childcare. It is not meant to be an alternative for those who need a regular schedule.
- If you have special circumstances, please contact Candice A. to discuss your scheduling needs.

Registration: *(for set schedule)*

To register, families need to fill out the Explorers Registration Form enclosed in your enrollment packets, on our website, or in the Main Office. You will automatically be enrolled for all requested times unless we call you. Placement will be processed in the order they are received. Explorers availability will be dependent on staff/child ratios and population limits within utilized classrooms.

Late Fees:

- **Before 5:30 pm:** If your child is picked up after his/her scheduled time, you will be charged in 30 minute increments the drop-in rate of \$10.00/hour. If you need to pick up late, please call to verify there is space and adequate staffing to extend your child's time.
- **After 5:30 pm:** You will be charged \$2.00 per minute. Please be respectful of our teachers by picking up on time.

Billing:

- Scheduled Explorers charges are billed at the beginning of the month.
- Drop-in charges will appear on the following month's statement. Once you are scheduled for a Drop-in you will not be refunded if you cancel.
- If there is a change to your child's Explorers schedule during the month, adjustments will appear on the following month's statement.
- Explorers fees are a set charge according to your reserved scheduled times. They **cannot** be reduced because of early pick up or missed days due to illness, vacation or other reasons.
- Any questions regarding billing should be referred to our Finance Director, at 503-234-3611 x #13.

Schedule Changes (additions or reductions to **regular** schedules):

If you need to change your child's schedule, notify Candice A. by email at least **one week in advance**. Schedule change requests can only be honored if there is space available.

Pick up procedures and Checking Identification:

For the safety of your child, you will be asked to initial our Explorers Daily Attendance sheet when you pick up your child. Your daily in/out times will be monitored by our Explorers teachers.

- We will ask to see picture identification for anyone coming to pick up your child, including you, until relationships have been developed with staff.
- We will only release a child to a person who is listed on your emergency form unless you have given permission in writing/email. **No Exceptions.**

Naps and Relaxation Time:

- Naptime is 1:00-3:00
- Please indicate nap on the Explorers Registration Form. In the nap room children get into a sleeping rhythm within the first few weeks. Napping children who do not fall asleep within 20 - 45 minutes will be provided an alternative activity (ex. looking at a book or joining the other Explorers).
- For those families not registering their child for nap ***please be aware that a child who requests a nap will always be accommodated.*** When this occurs, the family will be notified at pick-up.
- All non-napping Explorers and Enrichment students will participate in a 30-minute relaxation time once they have transitioned from their AM classroom at 1:00.
- Children who nap are welcome to bring a nap-bag that can be left at school at the beginning of each week and taken home at the end of each week for washing and refreshing. This bag should contain any blanket, pillow, soft "lovie" or other item that will assist the child in relaxing and feeling secure. ***Please do not send pacifiers.*** Personal items should be labeled.

Contact Information and Questions:

If you have questions or concerns please contact Candice A. You can put a note in her box in the main office, email her at candicea@childswork.org or leave a phone message at (503) 234-3611 Ext. #15. To reach the Explorers teachers after 4:00 PM please call (503) 234-3611 Ext. #14.

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