

Extended Hours Program



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Families of Tope Elementary,

We are excited to announce the Extended Hours Program will be joining your Tope community in the Fall of 2017! We will be set up and ready to go beginning the first day of school for before and after school care at your school.

I would like to take a moment of your time to explain a little about who we are and what we do for the families enrolled with us. The Extended Hours Program was designed 22 years ago with the idea that our children need a safe, loving, and enriching place to be before they enter a school day or after being released from their school day while parents are still working. Since that initial vision, the Extended Hours Program has spread across our Valley and holds 20 before and after school programs, 9 Kindergarten Enrichment classrooms, 4 full day locations for school work days and holidays, a great Pre K program, and a fun filled summer camp offered at two locations.

We are a structured program with lesson planned crafts, science experiments, math activities, reading time, homework help, and free choice centers during each session. Because of the time spent planning activities for our children, we do not allow cell phones, tablets, gaming systems, or any other personal belongings to be brought out during the child's time with Extended Hours.

We are a prepaid program. Extended Hours does not require a certain amount of attendance but we do require each family to submit a calendar of anticipated attendance along with prepayment for your anticipated use. Your account is only charged for what your child actually attends during regular school days but there must be money in your family's account to be used. Our staff will help you track your payments and charges and will help remind you when your account is getting low in funds. We also email out monthly statements. We require a calendar from each family that can vary in length from weekly to monthly. If your calendar changes that is okay, just notify the main office or an Extended Hours Staff member at your school.

Reservations are required for non-school days and spots are filled on a first come first serve basis. These days also run on a prepaid account but if you reserve a spot and do not attend, you are still charged as we normally end up full on these days and send families away that do not have reservations. It is important to register early and accurately for these days.

We accept CCCAP for families that qualify for and are approved thru the Mesa County Workforce Center.

At Tope Elementary we will be offering before school care starting at 6:30AM and lasting until release time for breakfast and recess, afternoon Kindergarten Enrichment for

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morning kindergartners needing care/enrichment in the afternoon, after school care beginning at the release bell and lasting until 6PM. Full day care for non-school days located at Pomona or Orchard Avenue Elementary starting at 6:30AM and lasting until 6PM, and our Summer Camp at either Pomona Elementary or Orchard Avenue Elementary.

Our registration for the new school year will open June 15th! Our registration process is offered strictly online at www.ExtendedHoursProgram.com. Choose the Registration tab and complete the registration for each child in your family. Next you can choose the Calendar tab and complete a calendar for the first week to month of the school year so we can be staffed and ready for your student when you need us. Please be sure to register your child early and completely. This will include updated immunization records and completed medical forms if your child requires and EPI pen, Inhaler or medication that our program staff would be responsible in administering. Completed registrations will take up to 10 business days to process through the Extended Hours main office and sent to Tope for your child to begin attending. We are very strict with our policy of no attendance until registration is fully complete due to Colorado Child Care Licensing Laws. Register early and completely to ensure your child is able to start with us when needed.

You are able to view our rates and offerings on our website;

www.ExtendedHoursProgram.com/tuition-fees.

If you are interested in participating in our Summer Camp this summer, please register at www.ExtendedHoursProgram.com as soon as possible as spots are quickly filling!

Please call or email our main office with any questions. We are happy to speak with you at any time!

With excitement to work with you,

Sheryl Fisher

Extended Hours Program Owner