



**CHRIST CHURCH**  
VERO BEACH

667 20<sup>th</sup> St., Vero Beach, FL 32960  
772.562.8670 | [www.ChristChurchVero.org](http://www.ChristChurchVero.org)

## **TOTS Extended Day/Early Care General Information and Authorization**

Christ Church Vero Beach now offers childcare before/after TOTS for TOTS students only. The new program will provide students quiet rest time, organized play time, snack time, and arts and crafts time. Through the program, students will have the opportunity to further develop their social, physical, and intellectual skills and talents. Our mission is to provide the aforementioned in a safe, secure, nurturing environment.

### **Early Day Hours:**

Regular School Days Monday – Thursday 7:45 – 8:50am. Cost is \$4.00 per family.

### **Extended Day Hours:**

Regular School Days Monday – Thursday 12:15 – 5:30 p.m. Cost is \$4.00 per hour, per family. The earliest pickup from Extended Day is 2:15pm. Extended Day has a mandatory “Quiet Time” from 12:15 to 2:15 and many children will be napping during that time. We can’t have their nap disturbed. Extended Day is only offered on days that school is in session.

### **Extended Day Limited Use Phone Number: 772-562-8670**

This number is to be used to contact the personnel of Extended Day to notify them of extenuating circumstances regarding your child(ren) during the Extended Day hours such as difficulty picking up your child(ren) on time. This number is *not* to be used to call and ask simple questions such as, “Are the children going to be playing inside or outside today?” Extended Day personnel will not answer the phone but will retrieve messages.

### **Rate: \$4.00 per hour (per child)**

**Late charge:** All children must be picked up by closing time. There is a \$1.00 per minute per child late fee after a five minutes grace period. If the child is picked up late excessively, it is the right of the program to discontinue service.

**Billing/Payment:** Statements will be processed monthly. Payment is expected within 15 days of the billed date.

**Family Information:** It is the responsibility of the parent to keep TOTS and Extended Day records current.

**Sign-out Procedures:** Parents/guardians must sign their child(ren) out on *KidCheck* before leaving the program for the day. A child will only be released to an adult(s), for whom written authorization has been given, which is maintained in the child’s file and on *KidCheck*.

**Snacks:** Every day after quiet time, the children will be given time to eat a snack. Snacks are *not* provided through the program. Parents/guardians should provide their child a snack and an extra drink for snack time, if desired. TOTS always provides a regular supply of spring water.

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**Rest Mats:** Each TOTS family is responsible for their child’s rest mat for “Quiet Time.” These mats will be stored and regularly cleaned/disinfected at TOTS. Suggested mat is the Children’s Factory 2” Rest Mats sold at [www. DiscountSchoolSupply.com](http://www.DiscountSchoolSupply.com)/1-800-879-3753 for \$30.72.

**Children are *not* to bring their own toys, balls, etc., to TOTS Extended Day.**

**Behavior:** Students are expected to conduct themselves at all times in a Christian manner and in a manner that shows respect for authority, fellow students, and Christ Church Vero Beach. Unacceptable behavior may be grounds for dismissal from the program.

**Rules:** The rules for a safe, well-run Extended Day program are not limited to the aforementioned. Personnel of the Extended Day program have the authority to take corrective measures regarding student behavior as deemed appropriate. In all cases, the director has the final say as to what behavior warrants corrective measures.

*Days usually needed for aftercare are:*

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### **Parent Agreement**

- I agree to supply all required registration and medical paperwork prior to my child attending Extended Day. (3 forms – General Authorization, Registration, Emergency Information)
- I understand that all delinquent or past due tuition or Extended Day payments may result in my child being withdrawn from the Extended Day program.
- I certify that I have received, read and understand the information contained in this agreement.
- I agree to the financial terms and conditions listed on this page.

Parent/Guardian Signature

\_\_\_\_\_ Date \_\_\_\_\_

Child(ren) Full Name(s)

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