

EXTENDED SUPERVISION
Policies, Procedures, and Payment Plans
2009-2010

Grace Community School is pleased to offer Extended Supervision to each of our school families. Please read carefully the important information listed below. **Also, please be sure to read carefully the important policy changes on the other side of this document.** As always, your questions are welcome.

Policy:

Grace Community School offers Extended Supervision both before and after each regular school day for all students. This supervision is *mandatory*. No GCS student in any grade is allowed on campus between the hours of 7:00 AM and 6:00 PM without faculty or parental supervision. *(Your cooperation and support for this policy is greatly appreciated.)*

Procedures (and schedule):

TIME	STUDENT STATUS	INSTRUCTIONS	COST
7:00 AM - 7:30 AM	Extended Supervision	In J175	See Payment Plans
7:30 AM – 8:15 AM	Free supervision	Playground	No charge
8:15 AM – 3:10 PM	In school	N/A	N/A
3:10 PM – 3:30 PM	Free supervision	Students wait with class in the pickup area.	No charge
3:30 PM – 6:00 PM	Extended Supervision	In J175	See Payment Plans

Payment Plans:

- Grace Community School offers two Extended Supervision payment plans to meet the needs of each GCS family – daily payment plan and monthly pass.
- Extended Supervision charges apply *only* to the first and second child in each family.
- The third and any additional children in each GCS family are offered Extended Supervision at *no charge*.

- **Plan A – Daily payment plan:**
 - Due the same day your child stays in Extended Supervision, (two day grace period allowed).
 - Cost: \$4.00 for each half hour (or any portion thereof).
 - Pay with pre-payment coupons, cash, or check in GCS office.
 - Pay with pre-payment coupons, or check (*no cash*) in Extended Supervision – J175.

- **Plan B – Monthly Pass:** (Covers *all* Extended Supervision – before and after school.)
 - Must purchase within the first full week of the month.
 - Cost: \$125 per month per child.
 - May be purchased in the GCS office.

(Please see other side for important policy changes)

GRACE COMMUNITY SCHOOL
Extended Supervision Policy Changes
2009-2010

In order to best serve each of you and at the same time be faithful stewards of our resources, we are instituting the following important changes in our Extended Supervision policies. Please read these carefully. As always, your questions are welcome.

1. Room Change: Extended Supervision – before and after school – will be conducted in J175 for the 2009-2010 school year.
2. Purpose: Not a change in policy but a reminder – the purpose of Extended Supervision is to provide a *quiet* room in which students may complete their homework. Of course students may read and play quietly when their homework is complete. (Students will also be allowed to enjoy supervised breaks outside.)
3. Monthly Pass: You must purchase a monthly pass by the end of the first full week of the month. After the first full week of each month, you must pay Extended Supervision charges on a daily basis.
4. Daily payment: Daily Extended Supervision charges are due on the day your child stays in Extended Supervision – *a grace period of two school days is allowed*. You may pay daily charges two ways:
 - a. You may make daily payments directly to the Extended Supervision supervisor. This payment may be paid with coupons or by check – *no cash accepted*.
 - b. You may pay daily payments in the GCS office by coupons, check or cash.
5. Late payments: Extended Supervision charges not paid *within two school days* will be considered late. After two school days, you must pay \$8 per half hour.
6. Quarterly Invoices: Extended Supervision charges not paid by the end of the month will be invoiced at the end of each school quarter. This invoice will include all Extended Supervision charges for the quarter, billed at a rate of \$8 per half hour. This invoice will also include a late fee of \$25.

Thank you once again as we strive for excellence in Extended Supervision.