

## NCS Policy for Eagle's Club Program

(Formerly NCS Extended Care)

### Eagle's Club Procedures as stated in the NCS Handbooks:

After school care is a separate program from Northside's regular school hours.

- **Hours** are 2:15pm to 4:45pm
- **Form:** Each child who uses the Eagle' Club program on a regular basis must fill out and sign the Eagle's Club Signup Application provided by the Program Director or on NCS website.
- **Sign in and out:** Children are signed into the Eagle's Club program each day by the Program Director. A phone number for the Program Director will be provided to parents to contact the time they arrive for pick-up since the doors are locked, and the program is held downstairs.
- **Cost:** The charge is based per hour that the child is in the program. Parents should note that if the child is picked up past 4:45 the cost will increase. The monthly charges will be added to the family's TADS billing account the beginning of the next month. See Eagle's Club Fee Schedule for costs.

**Unscheduled Eagle's Club Requests:** If an Eagle's Club schedule has not been established with the NCS Office for your child, parents are to follow the below steps to establish Eagle's Club:

- 1) Unscheduled requests for Eagle's Club must be submitted to your child's Home Room Teacher and the school office **by noon**.
- 2) Please provide the Home Room Teacher and the school office with the estimated time of pick-up, full name and contact information of person picking-up student that day.
- 3) Program Director will contact pick-up person, stating who they are and how to contact them upon pick-up time from Eagle's Club. Doors are locked at all times.
- 4) Pick-up person must provide ID (drivers' license) for child to be released from the property. This includes **PARENTS** as Program Director does not know each student's parent or primary contact.
- 5) Text the Program Director (Sarah Hunt) @ 763-744-6073 when you arrive.

If any child is not picked up by 2:15 they will be signed in by the teacher to the Eagle's Club Program and the family will be charged per hour. The parent will be contacted by the Program Director for how to contact him/her when the parent arrives for pick-up of the child. ***\*Automatic \$12 charge once placed in Eagle's Club\****

**During Eagle's Club Hours:** Parents are responsible to contact the Program Director for any scheduling changes such as running late or changing who will pick-up their child. ID must be provided for child to be released from the property.

**Additional Late Fee:** \$12 past 4:45pm, additional \$12 every 15 minutes thereafter.



## EAGLE'S CLUB FEE SCHEDULE 2023-2024

(Formerly NCS Extended Care)

The drop-in fee schedule applies to non-registered users of Eagle's Club.

<b>Drop-in Fee Schedule</b>				
<b>2:15 - 4:45 pm</b>				
\$12.00 an hour				
<b>Pre-K Half Day Fee Schedule</b>				
<b>11:00 am - 2:15 pm</b>				
\$12.00 an hour				
<b>1 HOUR/DAY FEE SCHEDULE 2:15 PM-3:15 PM</b>				
<b>ONE DAY per week</b>	<b>TWO DAY per week</b>	<b>THREE DAY per week</b>	<b>FOUR DAY per week</b>	<b>FIVE DAY per week</b>
\$306.00 per year	\$612.00 per year	\$714.00 per year	\$952.00 per year	\$1,190.00 per year
<b>1.5 HOUR/DAY FEE SCHEDULE 2:15 PM-3:45 PM</b>				
<b>ONE DAY per week</b>	<b>TWO DAY per week</b>	<b>THREE DAY per week</b>	<b>FOUR DAY per week</b>	<b>FIVE DAY per week</b>
\$459.00 per year	\$918.00 per year	\$1,071.00 per year	\$1,428.00 per year	\$1,785.00 per year
<b>2 HOUR/DAY FEE SCHEDULE 2:15 PM-4:15 PM</b>				
<b>ONE DAY per week</b>	<b>TWO DAY per week</b>	<b>THREE DAY per week</b>	<b>FOUR DAY per week</b>	<b>FIVE DAY per week</b>
\$612.00 per year	\$1,224.00 per year	\$1,428.00 per year	\$1,904.00 per year	\$2,380.00 per year
<b>2.5 HOUR/DAY FEE SCHEDULE 2:15 PM-4:45 PM</b>				
<b>ONE DAY per week</b>	<b>TWO DAY per week</b>	<b>THREE DAY per week</b>	<b>FOUR DAY per week</b>	<b>FIVE DAY per week</b>
\$765.00 per year	\$1,530.00 per year	\$1,785.00 per year	\$2,380.00 per year	\$2,975.00 per year

Notify the office of any changes to your schedule for hours or days as soon as possible.

Pre-Paid Plans begin in October and end in May for the current academic year. Pre-Paid accounts are not refunded or prorated for absences due to illness, vacation, or days when school is not in session. If you need to withdraw from the program for any reason a 30-day, written notice to the office and a refund may be issued. Without proper notification, refunds will not be considered.



EAGLE'S CLUB PROGRAM
(Formerly NSC Extended Care)
2:15 - 4:45 pm

School Year \_\_\_\_\_

Child's Name \_\_\_\_\_ / \_\_\_\_\_
Last First Grade

Address \_\_\_\_\_
Street City State/Zip

Authorized Persons to pick up

Father's Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Work \_\_\_\_\_

Mother's Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Work \_\_\_\_\_

Authorized Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Work \_\_\_\_\_

Parent/Guardian's signature for having read and understand NCS Policy for Eagle's Club \_\_\_\_\_

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Sign up: (Any changes throughout the year, you must notify the office as soon as possible)

Consistent use:

Check Hours per day \_\_\_\_\_ 1 hour \_\_\_\_\_ 1.5 hours \_\_\_\_\_ 2 hours \_\_\_\_\_ 2.5 hours

Check number of days per week \_\_\_\_ M \_\_\_\_ T \_\_\_\_ W \_\_\_\_ Th \_\_\_\_ F

Payment Options:

- \_\_\_\_\_ Pay monthly 8 months October – May (billed on your TADS account)
\_\_\_\_\_ Pay in full (5% discount)

Occasional/Irregular use:

Notify the Home Room Teacher and school office by noon of the day of use.

Cost: Daily rate is \$12.00 per hour

Children not picked up by 2:15 pm will be signed into the Eagle's Club by their teacher. The family will be charged the occasional-use rate. Parents will be contacted by the Program Director to coordinate pick-up of their child(ren). Half-day Pre-K children not picked up by 11:00 am will remain in the Pre-K classroom and the family will be charged \$5.00 for every 15 minutes that the parent is delayed for pick-up.

Additional Late Fee: \$12.00 past 4:45 pm, additional \$12.00 for every 15 minutes thereafter.

The Program Director will complete a daily log in sheet for your child with the times and your signature. Extra hours beyond your agreement will be charged to your TADS account.