

Frequently asked questions:

How do I enroll my child/children in the ExtendED Program?

The ExtendED Program is available only to children enrolled in the Berea City Schools. Parents and guardians wishing to enroll their child/children in the ExtendED Program during the current school year must first contact the ExtendED Program Office at 216.433.0808. If space is available, you will be instructed to complete an on-line registration form via the District website (www.berea.k12.oh.us - Programs - ExtendED). Tab through the registration form, completing all blank spaces, download and send via email to egalbincea@bereaschools.org. Once forms are received and reviewed, we will email you an invoice with the first month's tuition, along with the registration fee. **Handwritten registration forms will no longer be accepted.** If families do not have access to a computer, one is available in the lobby of the Board of Education for such purposes.

How do I reserve my spot in the ExtendED Program for the next school year?

Parents and guardians wishing to enroll their child/children in the ExtendEd Program for the upcoming school year can complete the on-line registration form (available in February) and send to the ExtendED Office with a \$25 single/family registration fee (if received in the ExtendED Office before the last day of school otherwise the registration fee is \$35 single/\$50 family). You will be sent a welcome packet, along with an invoice, in July. Your first monthly tuition payment will be due in August to secure your child's placement in the program.

What is the cost of ExtendED?

The ExtendED Program's tuition is \$5.50 per hour per the schedule listed in the Program Handbook. We require a 3-day minimum per AM and PM shift for staffing purposes. With Hybrid Scheduling, a 2-day per week minimum, 4 weeks per month, schedule is required for staffing purposes.

Who do I notify with schedule changes?

You may call our office at 216.433.0808 to have your schedule and billing adjusted. Forms are available on our website and at each ExtendED site. Once completed, please email to egalbincea@bereaschools.org.

Who do I notify if my child will not be attending?

If your child will not be attending the ExtendED Program after school, the site staff must be contacted. Each site has a direct line. Please call and leave a message. You may also email your site associate. If you do not have that information, please request one of their business cards.

How do I withdraw my child from the ExtendedED Program?

Call our office at 216.433.0808 to withdraw your child. We will then notify the ExtendedED staff and the school.

What time does ExtendedED start and end?

All sites open at 6:30 AM until school starts and close at 6:00 PM.

How do I add emergency contacts/pick-ups?

If you want to add someone to the list who you are authorizing to pick up your child/children, it must be done in writing. You can either add it to your authorization sheet located at the site or you can write a letter or email to the site associate. Telephone calls are not acceptable unless in an extreme emergency.

Who do I notify if any of my information changes? If there are any changes to the information you provided on the registration form, please notify your site associate in writing with those changes. This includes work phone numbers, cell phone numbers, etc.

How do I contact the site?

Each site has a direct line per the following:

Big Creek Elementary (216.267.2326)
Brook Park Elementary (216.267.3373)
Grindstone Elementary (216.267.2333)
Berea-Midpark Middle School (216.267.2340)

You may also email the site associate with any questions and/or concerns. Site associates have business cards at all parent tables.

What happens if I can't pick up my child/children on time?

If you're going to be later than what you've scheduled, please contact the site and let them know. We will bill you for extra time used. If it's going to be close or after 6:00 PM, please contact someone on your authorization list to pick up your child/children in order to avoid a \$35 late fee (per child/per site). Please be assured your child will be cared for by our staff until an authorized person does arrive to pick up your child.

How do I pay?

Payment is accepted ONLY at the ExtendedED Office located at the Board of Education (390 Fair Street in Berea). We accept checks made payable to Berea City Schools. Cash is no longer accepted. Credit card payments are no longer accepted by phone or in the office. Your invoice will be mailed to you on a monthly basis based on the schedule you requested. If you choose to pay with a credit card, a 'Pay On-Line' link will be accessible on the invoice. The link will take you to the EZ-Care Click to Pay

website where you will enter your payment/credit card information. Please note there is a 3% fee for all credit cards (MasterCard, VISA, Discover and American Express).

Do you provide breakfast?

We do not provide breakfast however, if a child is hungry and hasn't brought anything with them, we will offer a snack. Children are permitted to bring in their own breakfast and eat it in the room. Breakfast programs are provided throughout the school district for additional fees. Once the ExtendED staff is notified that your child is in the Breakfast Club, we will remind them when it's time for breakfast.

Do I still have to pay if my child is in before or after school activities?

Yes, payment is based on the schedule you provided with registration. We do not refund or adjust for extracurricular activities, vacations, calamity days, sick days, etc. We will only make accommodations for a prolonged illness. Parent permission is required for all students who are registered in the ExtendED Program who will be attending clubs, will be seen by a counselor, or is being tutored. We will NOT release a student to anyone without written authorization (even if they're a District employee). Parent permission forms are available on the website and at each ExtendED Program site.

Is the ExtendED Program open when schools are closed?

No, the ExtendED Program is closed when schools are closed. This includes winter and spring break, calamity days, teacher work days, etc. Tuition adjustments and/or credits will not be given.

Can I sub in your Program?

We are always looking for subs and would welcome anyone with an interest in sharing their talents with students. All subs must be fingerprinted and have a background check and be board approved before they can start. If interested, send an email to egalbincea@bereaschools.org. Parents and/or staff would not be able to sub at the site their children attend ExtendED.

What if my child needs to take medication while in the ExtendED Program?

If your child needs to be given medication while in our care, at least one staff member will be authorized to administer medication. Medication logs will be maintained. We are required to follow the Berea City School District Board Policy regarding medication distribution:

"Whenever practicable, physicians are urged to schedule the administration of medication at times other than during school hours. If it becomes necessary to administer medication at school, this will be done according to the ORC 3313.713 and the administrative regulations approved by the Superintendent. In order to comply with the request to administer medication at school it is necessary for:

- a. The parents and the physicians to complete and sign the Medical Assistance Request form.
- b. The medication to be brought to the school, as indicated in the approved regulations, by the parent or authorized person. The medication shall be in a container appropriately labeled by the pharmacy or physician with the date, student name, dosage, time intervals, and storage instructions.

Medication Assistance forms are available at each ExtendED site and in the ExtendED office located at the Board of Education.

Does your Program accept county vouchers?

Vouchers are no longer accepted in the ExtendED and Summer Camp Programs.

What are your Program's safety protocols during the pandemic?

Staff will meet you and your child/children at the door for AM drop off and PM pick up. All adults and children must wear a mask and must understand and be able to physically distance during their time in the Program. Temperatures will be taken of your child/children before entering. Any child with a temperature over 100 degrees will not be allowed entry into the Program and cannot return unless symptom free for 24 hours without the use of medication.

Students will wash and/or sanitize their hands upon entry into the Program, before breakfast and before going to class in the morning and will wash their hands upon entry, before snack and before they are picked up to go home in the afternoon.

Students will not share toys, games, etc. but will have individualized bags with art supplies for their personal use which will remain in the ExtendED area. Some indoor and outdoor activities will be planned that conform to the physical distancing guidelines. Students are able to bring electronic devices from home however, the Program will not be responsible for missing or damaged items.