



Dear ExtendedED Program Parents/Guardians:

Welcome to the ExtendedED Program. We're looking forward to seeing you and your child/children.

Please review the following information regarding our program:

ExtendedED Program begins the first day of school for your child/children; August 25<sup>th</sup> for grades 1-8 and August 30<sup>th</sup> for kindergartners.

Our sites open at 6:30 AM and close promptly at 6 PM.

Our ExtendedED Program is self-supporting and its operations are not subsidized by the Board of Education. Therefore, your enrollment and your child's schedule represent a commitment to the program and to our staff. We base our staffing solely on the number of days and hours listed on your registration form.

**The ExtendedED Program Office is located at the Board Office, 390 Fair Street, Berea 44017.**

The program coordinator is Elaine Galbincea. She may be contacted at (216) 267-2162 or by email: [egalbincea@bereschools.org](mailto:egalbincea@bereschools.org).

**Tuition for the ExtendedED Program must be pre-paid monthly on or before the 15<sup>th</sup> of each month prior to use. Partial payments will not be accepted.** The current tuition rates are \$5.50 per hour of care. **You will be emailed an invoice around the first of each month for the next month's service.** There will be a link on the invoice to pay with a credit card (VISA, MasterCard, Discover, and American Express) should you wish to charge your tuition. There will be a 3% fee for all credit card payments. You may still send in a check (made payable to Berea City Schools) to the address above. Cash is no longer an acceptable means of payment. If additional hours or fewer hours are needed throughout the school year, please email Elaine at [egalbincea@bereschools.org](mailto:egalbincea@bereschools.org). **before the end of each month.** We will bill for additional time used and/or make adjustments based on your schedule change. No refunds will be given for less time used and/or a change in scheduling. Sign-in/out sheets will be audited each month. Additional time used will be billed accordingly.

**YOUR FIRST TUITION PAYMENT WILL BE DUE NO LATER THAN AUGUST 13, 2021. THIS WILL CONFIRM YOUR ENROLLMENT IN THE PROGRAM. IF PAYMENT IS NOT RECEIVED, AND WE HAVE NOT HEARD FROM YOU, YOUR PLACEMENT IN THE PROGRAM WILL BE FORFEITED.**

**A \$10 fee will be assessed to your account if tuition is not received in our office by the last day of the month. After 30 days of non-payment, students will be withdrawn from the program until past due balances are paid in full.**

The District has contracted with **Checkredi Payment Services** for the electronic collection of checks returned NSF (insufficient funds). Each check written to the District should be on a commercially printed check with your name, address and telephone number. When you write a check to the District, you agree that if the check is returned that it may be represented electronically on the same account, and that a \$35.00 fee established by law, in addition to the face value, may be debited from the same account. Checkredi will contact you by mail and by telephone in order to make arrangements to pay before attempting to represent the check electronically.

Our major objective is to maintain a safe and secure environment for your child/children. Please adhere to the following guidelines:

- Press buzzer and announce student's name
- You will go to the assigned area and sign your child/children in
- After school the process is the same however, until the staff gets to know you, you must show ID

- Please notify your emergency contacts and let them know they must show an ID to staff before picking up the student/s

We must have your cooperation with the sign-in/out policy. All children must be signed in and out on a daily basis. Only an adult (18 years or older) may sign children in and out in the ExtendedED Program.

Our Program ends promptly at 6:00 PM. Any time used after 6:00 PM will result in a \$35 late fee **per student, per site**.

If there are circumstances which limit someone’s authority to pick up a child, we must have copies of custody papers or court orders which describe those limitations. Changes in stated limitations must be in writing and kept current.

Keep all contact information up-to-date; cell phone numbers, employment phone numbers, new emergency contacts, etc. If your child is seeing a counselor, teacher, etc. during registered ExtendedED Program hours, please complete a Parent Permission Form (available on the website). Children will not be released to anyone not listed on your emergency contact information (even if they are District personnel).

Whenever your child does not attend school, leaves for any reason, gets picked up directly from school, or goes home with a friend, **please call and let us know**. Trying to locate a child after school that is scheduled but doesn’t show up takes us away from our other students. Our Program policy is to contact the police if we do not hear from parents/guardians within 30 minutes of placing the call.

Drop-off and pick up locations per site, as well as each site’s direct line, are as follows:

| <b><u>Entrance</u></b> |                | <b><u>Building Location</u></b>   |  |
|------------------------|----------------|---|--|
| Big Creek              | (216.267.2326) | East entrance door w/canopy<br>Ms.Sharon Zimmer – Associate   | room is next to the Gym<br><a href="mailto:szimmer@bereaschools.org">szimmer@bereaschools.org</a>                        |
| Brook Park             | (216.267.3373) | West entrance door at auditorium<br>(far right building/entrance)<br>Mrs. Diane Waddell – Associate | Auditorium lobby<br><a href="mailto:dwaddell@bereaschools.org">dwaddell@bereaschools.org</a>                             |
| Grindstone             | (216.267.2333) | Front of building<br>Mrs. Tamara Runyon - Associate   | room 102<br><a href="mailto:trunyon@bereaschools.org">trunyon@bereaschools.org</a>                                       |
| **BMMS                 | (216.267.2340) | Entrance off Middlebrook Blvd<br>Ms. Christina Hardwick – Associate                                 | 5 <sup>th</sup> grade wing-stage/cafeteria<br><a href="mailto:chardwick@bereaschools.org">chardwick@bereaschools.org</a> |

**\*\*Enrollment at Berea-Midpark Middle School ExtendedED Program must reach a minimum number of students before the site can be opened. If a minimum is not reached, those students registered will be dropped off and picked up at Big Creek Elementary’s ExtendedED Program. Transportation to and from the middle school will be provided. Parents will be notified prior to the start of school.**

Please limit the number of personal items your child/children bring to the ExtendedED Program. We are not responsible for lost, stolen or damaged items.

Please call us with any concerns you might have. If it can be handled in a few moments by a phone call, great; otherwise we can set a time that is convenient for all concerned to discuss the matter. We look forward to a safe and healthy new school year!

ExtendedED Program Staff  
216.433.0808  
[egalbincea@bereaschools.org](mailto:egalbincea@bereaschools.org)