

Swan River Montessori Charter School

Adopted: 9.19.03

Revised: 12.17.24

**EXTENDED CARE ENROLLMENT
FOR CHILDREN OF SRMCS STAFF MEMBERS**

PURPOSE

The Board of Directors recognizes the dedication of its staff and the willingness to work hours beyond what is contracted each year. Therefore, SRMCS will provide child care via the Extended Care Program free of charge to any staff member who is working on behalf of Swan River, on or off site, at any time during the school year.

Some exceptions are listed below.

GENERAL STATEMENT OF POLICY

Extended Care Policy

- A. Any child of a SRMCS staff member may be enrolled in the Before and/or After School Extended Care Program free of charge if:
 1. the staff member is working on site for SRMCS or
 2. the staff member is working off site on behalf of SRMCS (seminars, workshops, conferences, etc.).
 3. Staff members will be charged the standard Extended Care rates if they need child care for any reason(s) beyond working directly for SRMCS i.e. any personal or non-school related reasons.
 4. Any enrollment that is free of charge for staff children must be approved by the School Director prior to the enrollment date. There may not be unannounced drop-ins. No exceptions.
 5. All staff children utilizing the Extended Care Program must abide by the same rules and regulations as all other enrolled students as outlined in the Parent Handbook. All staff children will be under the supervision of the Extended Care staff and must follow direction from the supervising staff at all times.
 6. If Extended Care usage by any staff member or child is called into question, the Director shall be notified and will address those questions and/or concerns at that time.
 7. The School Director retains the right to deny free care at any time for any reason.