

The Children's Academy of Simsbury



Dear Parents/Guardians,

The Children's Academy offers extended care hours!

- Students can be dropped off anytime after 8:00 am for morning extended care and picked up as late as 5:00 pm for afternoon extended care.
- The extended hours program will be held in one of the preschool classrooms.
- Families can choose to enroll their child for morning OR afternoon extended hours, OR BOTH!
- **Please note: There are no afternoon extended care hours on Early Release Days!**
- The costs for extended hours care are listed on our registration form. All payments must be made payable to DCE.
- Children will be able to attend the extended hours ONLY on their regularly scheduled days. Schedules must remain consistent from week to week! In the event you need to make a permanent change to your child's extended hours schedule, please fill out a Program Change form (available from the DCE office or on our webpage).
- Payment will be billed monthly. Credits or makeup days cannot be given for absences.
- A minimum of 6 students per day will be needed in order to run the extended hours program.

If you have any questions please feel free to contact me at 860-658-3870.

Sincerely,

Nikki Mahan

Director, Division of Youth Services