

# Oak Ridge Schools

## Office of the Superintendent



### Administrative Procedure 1.8012.1

### Operation of School-Age Care Program

The Extended Child Care (ECC) program shall operate as follows:

Before school ..... 6:30 a.m. – 8:30 a.m.

After school ..... 3:15 p.m. – 6:00 p.m.

Any full day session (School Breaks, Summer Camps, etc...)..... 6:30 a.m. – 6:00 p.m.

Director of ORS ECC shall be responsible for developing a parent handbook that provides information regarding student admission and participation in the program.

Children may enroll in one or both of the sessions, depending on family needs. The program shall operate daily on a year-round basis, and during the summer with the following exceptions:

Thanksgiving Day	The Day before and after Thanksgiving
Christmas Eve Day	Christmas Day
New Year's Ever	New Year's Day
Labor Day	Memorial Day
Independence Day	Election Day
Last week of summer before school begins – Closed all week	

Fee schedule shall be based on weekly attendance and will be updated annually.

Designated areas in each school will be used by the program. The principal shall be responsible for assigning locations for use and alternate locations when designated areas are needed for regular school programs.