

Lighthouse Early Start Academy, Inc

First Steps Infant/Toddler Center

From the Desk of Coach Jewell Moore, The Childcare Expert

Extended Hours Care (EHC)

Policies and Procedures Contract



*Working Late?

*Late Drop-In?

* “Me-Time” Needed?

We Can Help!

IN

Three Easy Steps:

1. **Register/Enroll for a Slot** . No services can be provided until all enrollment is completed. **Registration is only needed once per year.**

2. **Policies and Procedures:** Read and abide by EHC listed below and by Lighthouse Early Start Academy, Inc. listed in registration enrollment packet.
3. **Make Payment** as stated with Paypal, Money Order, Credit/Debit Card.

Fees: \$15.00 per hour per child. Ask about sibling & discounts. (not based on half hour)

Policies and Procedures. All EHC policies are the same as both centers LESA/First Steps and the additional policies listed below:

- **Children Ages:** (18 months [walking] – 10 years) are accepted for EHS.

EHS is from 5:30pm and beyond. Any services before 5:30pm is consider *regular enrollment or drop-in services* and those procedures are listed separately and must be enrolled separately.

- **APPOINTMENTS & PAYMENT:** Appointments are made in advance and payment is made before or at drop-off. Appointments can be made up to a week in advance or up to four hours to ensure proper staff availability. If emergency services are needed after 5:30 without a four hours appointment, if staff is available, services may be rendered with an additional \$15.00 per hour per child and paid in advance.

Hours of Operation: 6:30-5:30 Mon–Fri [Extended Hours Available Per Paid Appointment]

LOCATIONS: 507 East Fifth Street & 501 Church St **CONTACT US:** lighthoz@bellsouth.net

Visit us on Facebook and our website www.jewellmoore.com

Lighthouse Early Start Academy, Inc

First Steps Infant/Toddler Center

From the Desk of Coach Jewell Moore, The Childcare Expert

Hours of Operation: 6:30-5:30 Mon-Fri [Extended Hours Available Per Paid Appointment]

LOCATIONS: 507 East Fifth Street & 501 Church St **CONTACT US:** lighthoz@bellsouth.net

Visit us on Facebook and our website www.jewellmoore.com