

Dear Parents and Members of the Community,

We understand the importance of Extended Care for our families and will continue to offer Extended Care with our COVID-19 protocols in Spring semester. Students will remain in grade level cohorts during Extended Care, which requires additional space and staff.

To ensure we have adequate notice to safely welcome students to Extended Care:

- Email [Gavin Elliott](#) one week in advance if your child is:
 - New to Extended Care this semester **or**
 - If they will substantially and consistently increase their Extended Care use from the Fall semester.
- For those that used Extended Care in the Fall semester, advanced registration is no longer required.

The health of the program in the Fall semester was due to cooperation of parents, staff and students. Because the need for Extended Care was relatively consistent throughout the semester, we are able to roll back the advanced registration requirement at this time. Thus, students that are already Extended Care users may now “drop-in” to Extended Care any day of the week and will be charged the normal daily rate in the EZ School Apps system. However, if at any time your child will be increasing their usage by two or more days for more than just one week, please email [Gavin Elliott](#) to ensure there is adequate space. Any student that did not already pay the \$35 annual Extended Care registration fee for this school year must do so in EZ School Apps before using Extended Care in the Spring semester and also email [Gavin Elliott](#) one week in advance to ensure there is adequate space.

Additionally, beginning in January 2022, the following changes have been made to the monthly Extended Care packages:

1. The **monthly rate for Extended Care has been reduced**. *If a family intends to use before care for 3 or more days a week or after care for 4 or more days a week, the monthly option is a better value.*
2. Families will now sign up for Before or After Care for the semester instead of having to sign up for the monthly rate each month. Use the [form](#) to sign up for Monthly/Semester Before or After Care and also make payment either on Whitney Quickpay or through EZ School Apps. Please sign up by Monday, January 3rd for January Extended Care. Sign up or withdraw for future months by the 25th of the previous month.

Fast Track: You do not need to fill out the form if you pay in full for semester before or after care by Monday, January 3rd on Whitney Quickpay. Refer to the [Payment Guide](#) for pricing.

If you would like to only take advantage of the discounted monthly rate for certain months in the semester, that is still an option. Simply fill out the [form](#) to sign up then fill it out again to withdraw from the discounted pricing. Review the Extended Care Pricing Structure in our [Payment Guide](#) to view your options and packages.

Conditions of use for Extended Care

- In order to maintain the integrity of our pod system, students in Extended Care will only be interacting with students of their same grade level. This necessitates additional staff for both Extended Care and etude programs.
- In the case that special circumstances due to COVID-19 require the cancellation of Extended Care, we will do our best to notify you in advance. You will not be charged for any unused days due to cancellation and a credit will be applied to those that purchase monthly Extended Care packages.
- After taking into account the COVID-19 procedures, when EB adds ateliers, students registered for ateliers may stay in aftercare before their atelier starts at no additional cost and without requiring the \$35 Extended Care Registration Fee. *They may only stay in after care after the atelier if they have paid the \$35 fee and they will be charged at the daily rate in EZ School Apps.*

Times and Location

- After care ends at 6 p.m. sharp. Parents will be billed at \$2 per minute per child starting at 6:01 p.m.
- Anyone who is not picked up after dismissal who has not paid the \$35 registration fee will be charged \$2 per minute starting at 4:01 p.m.
- Refer to dismissal times [on our website](#).
- For Extended Care, you will park and bring your child/pick them up from their assigned building.
- We will be using the new EZ School Apps system to sign students in/out and will provide further instructions for doing so upon arrival.

Daily rate

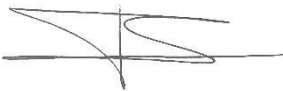
- Once you have registered, by paying the \$35, you will automatically be charged in EZ School Apps for the days your child attends at the daily rate unless you fill out the [form](#) indicating that you would like to use the monthly/semester package.
- Refer to pricing in the [Payment Guide on our website](#).
 - **The “drop in” rate is now the same as the daily rate.**
 - Late fee of \$5 each month for each child will be assessed for any balances outstanding for more than one month.

Monthly, Semester, Annual Package rates

- Refer to pricing in the [Payment Guide on our website](#). *Monthly before care pricing is 50% off the daily rate and after care is 30% off the daily rate.*
- If you would like to take advantage of the monthly/semester package, fill out this [form](#) and pay the monthly rate in EZ School Apps. Please register by Monday, January 3rd for January Extended Care. Please register or withdraw for future months by the 25th of the previous month.
- You do not need to fill out the form if you pay in full for semester before or after care by Monday, January 3rd on Whitney Quickpay.
- Should we have to cancel Extended Care and you purchased a monthly, semester or annual package, we will apply a credit for the value of the unused stays to your account.

If you have any questions regarding registration and transactions, please email Bookkeeper Meagan Lanier, Meagan.lanier@ebnola.com. As always, my staff and I are working diligently to keep you updated as challenges develop and new information becomes available. If you have any questions, please do not hesitate to email us at info@ebnola.com. Again, I thank you in advance for your cooperation and flexibility. It is our resiliency that makes us stronger to weather the latest pandemic challenges.

Sincerely,



Pierre-Loïc Denichou
Head of School