



Extended Day Program Preschool – 8th Grade Contract 2023-2024

| |
|----------------|
| Office Use: |
| Name _____ |
| Check # _____ |
| PMOF _____ |
| Amt. Pd. _____ |
| Date _____ |

STUDENT NAME:

_____ in Grade _____ for the Extended Day Program
PRINT STUDENT'S NAME

Early Arrival and/or Afternoon care for the 2023-2024 academic year
Please circle program and day(s).

- Early Arrival: Drop off **7:00 a.m. - 8:00 a.m.** M T W TH F
- Afternoon Dismissal: Pick up by **4:30 p.m.** M T W TH F
- Afternoon Dismissal: Pick up by **6:00 p.m.** M T W TH F

Annual Contract Fee Schedule

| Program | 5 Day | 4 Day | 3 Day | 2 Day | 1 Day |
|-----------------------------------|---------|----------|---------|---------|-------|
| Early Arrival: 7 a.m. | \$1,875 | \$1,535 | \$1,175 | \$750 | \$395 |
| Afternoon Dismissal: 4:30 p.m. | \$1,875 | -\$1,535 | \$1,175 | \$775 | \$395 |
| Afternoon Dismissal: 6 p.m * | \$3,375 | \$2,750 | \$2,080 | \$1,440 | \$745 |

- On Early dismissal days all students in aftercare must be picked up by 5pm.

FEES AND BILLING

- **Complete the form and return to the School as soon as possible to assure your child’s space.**
- Extended Day Program Payments: Payment schedule is to be selected from the options listed below in this contract.
- The full contract fee is payable regardless of absence or dismissal.
- See extended day program calendar for specific information about days and times the program is available and possible changes to those days and times based on inclement weather.
- Students are expected to be picked up at their contracted time. Due to the increase of parents disregarding pick-up times the need for increased fees are as follows:
 - First Late Pick Up: \$10 late fee for the first five minutes or any part thereof; and an additional late fee of \$10 per every five (5) minutes thereafter.
 - Second Late Pick-Up: \$15 late fee for the first five minutes or any part thereof; and an additional late fee of \$15 per every five (5) minutes thereafter.
 - Third Late Pick-Up: \$20 late fee for the first five minutes or any part thereof; and an additional late fee of \$20 per every five (5) minutes thereafter.
 All late fees will be charged the following day to your FACTS account by the business office.
- Using the drop-in program on any day you are not contracted will be on an *emergency-only basis with prior approval of the Extended Day Program Director*. A morning fee of \$15 and an afternoon fee of \$15 an hour will be charged with payment due upon pick-up. There will be no drop-ins on inclement weather days, Fridays, or noon dismissal days.
- Changes made to the contract, excluding drop in days, during the school year will be honored, provided space is available. There will be a \$100 processing fee for each change made to the contract after September 30, 2023.
- The School reserves the right to refuse admission or continued attendance in the program if payment of fees is not made when due.
- Tuition policy regarding delinquent accounts apply to all Extended Day Program contracts
- The School reserves the right to refuse admission or continued attendance in the program should discipline become an issue. The following protocol shall be followed: First infraction – a meeting with the parents to discuss the behavior plus a one week suspension from the program. Second infraction – a meeting with the parents to discuss the behavior plus a two week suspension from the programs. Third infraction – a meeting with the parents to discuss the behavior and the student shall be dismissed from the program.

PLEASE CHECK ONE OF THE FOLLOWING EXTENDED DAY PAYMENT PLANS

- _____ **A.** One Payment Plan – Payment in full through FACTS by September 30, 2023
- _____ **B.** Two Payment Plan – Payments through FACTS - 60% of balance due by September 30, 2023 with remaining 40% through FACTS by February 28, 2024
- _____ **C.** Nine Payment Plan – Payments through **FACTS** (from September to May)

I agree to pay \$ _____ for the 2023-2024 School Year.

The undersigned acknowledges the obligation to pay the entire contract fee.

Signature of parents/all parties financially responsible for the student’s participation:

| | | |
|------------------|-------------------|-------------|
| _____ | _____ | _____ |
| Signature | Print Name | Date |
| _____ | _____ | _____ |
| Signature | Print Name | Date |

Daytime Phone Number: _____