



# EXTENDED CARE ENROLLMENT / CHANGE FORM

## 2017-2018

*(Plan Options and fees are on second page.)*

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### APPLICATION

<b>Student's Name:</b>	<b>Student's Grade:</b>
<b>Extended Care Start Date</b> (xx/xx/xxxx):	<b>Extended Care Option #:</b>
<b>Parent/Guardian Name:</b>	<b>Teacher's Name:</b>
<p><b>All Full-Day Preschool 4's student must choose a nap option. Please note that all Full-Day Pre-3's and Preschool 3's are required to take naps.</b></p> <p>_____ <b>YES</b>, I want my child to take a nap.      _____ <b>NO</b>, I do not want my child to take a nap.</p>	

### NON-MEDICAL INFORMATION

**Dietary Restrictions:** (Parents are responsible for providing food substitutions for lunch, snacks, etc.)

### EXTENDED CARE CHANGES

- *Extended care changes will become effective the 1<sup>st</sup> of the following month.*
- *There will be a \$30.00 fee for changing the extended care plan option after September 2.*

Change my extended care plan to Option # _____  _____ I want to cancel my extended care plan. I understand that I can use the extended care program on an "as needed" basis and will be charged \$7.67 per hour.	Change my child's nap option: <i>(option available for Full-Day Preschool 4's)</i>  _____ <b>YES</b> , I want my child to take a nap. _____ <b>NO</b> , I do not want my child to take a nap.
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### PROCEDURE REMINDERS

- ✓ Extended care plan rates are not prorated. If you will be changing to a different plan option, please submit the change **before** the first of the month that the change is needed. The Extended Care Enrollment Form is used for this purpose.
- ✓ If there is inclement weather after school hours and you are delayed picking up your child because of extended travel times, no credit will be given for extended care charges.
- ✓ For each minute after 6:00 p.m., a rate of \$1.00 per minute per student will be charged to the parent or guardian picking up a child late from Extended Care.

\_\_\_\_\_  
**Parent / Guardian' Name** (By typing your name in this box, you are acknowledging That you are the parent/guardian and approve the information on this form.)

\_\_\_\_\_  
**Date** (xx/xx/xxxx)

### OFFICE USE ONLY

Received By / Date _____ / _____	CC Billing Office – Date Input _____ / _____	Acct # _____
Input By / Date _____ / _____		



**2017 – 2018**  
**EXTENDED CARE SCHEDULE AND FEES**  
**PRE-3 – 8<sup>TH</sup> GRADE**  
 (September 5, 2017 – June 2, 2018)

**GENERAL INFORMATION**

- In order to reserve a place for your child in Extended Care for the 2017-2018 school year, a completed Extended Care Enrollment / Change Form must be returned to the school office by **JULY 15**.
- Charges for any Extended Care options are in addition to the regular tuition payments.
- Extended Care charges are billed monthly from September through June.
- Extended Care plans are not prorated nor is credit given for unused portions of a monthly plan.
- NO refunds are given for Extended Care fees incurred when a child attends music lessons or tutoring during Extended Care hours.
- For each minute after 6:00 p.m., a rate of \$1.00 per minute per student will be charged to the parent or guardian picking up a child late from Extended Care.
- All students not enrolled in an Extended Care plan will be charged \$7.67 for each hour.
- A fee of \$8.00 will be added to your bill for a nap cot sheet. A nap is required for Pre-3's and 3's. 4's will have an option to sign-up for a nap.

**NON-SCHOOL DAYS** are billed at \$7.67 per hour for each child.

**Plan Change Fees**

- Plan Option changes must be submitted before the 1<sup>st</sup> of the month that the change is needed. Any form received after the 1<sup>st</sup> of the month will become effective the following month.
- To change or drop an Extended Care or nap option, an Extended Care Enrollment / Change Form must be submitted to the Business Office. This form can be picked up in the school office.
- A \$30 change fee will apply to plan option changes made after September 2.

**EARLY MORNING CARE**

	Tues, Thurs	Mon, Wed, Fri	Mon – Fri
<b>6:30 a.m. – 7:30 a.m.</b>	Hourly Rate	Hourly Rate	\$114 / monthly fee Option 1

**EXTENDED CARE**

**(Pre-3's – 8<sup>th</sup> Grade)**

*Extended Care fees include a daily snack.*

	Tues, Thurs	Mon, Wed, Fri	Mon – Fri
<b>3:00 p.m. – 4:30 p.m.</b>	Hourly Rate	Hourly Rate	\$177 / monthly fee Option 2
<b>3:00 p.m. – 6:00 p.m.</b>	Hourly Rate	Hourly Rate	\$300 / monthly fee Option 3
<b>Hourly / As Needed</b>	<b>\$7.67 for each hour of attendance</b>		