



### **Extended Day Program Rules and Procedures:**

- Daily rates will be charged every two weeks. Payments must be made within a week or your child will not be able to attend before/after care.
- Payments for before/after care must be paid with the Extended Day Coordinator Ms. Adrienne Davis.
- Only credit card or money orders will be accepted for payment. There is a 2.75% fee that will be charged to all credit card payments.
- Monthly rates will be charged once a month as an additional charge to your FACTS Tuition account. There are 10 monthly payments for before/after care from August-May. **If you sign up after August 15<sup>th</sup> your payments will be higher each month because we have to spread out the payments over 9 months.**
- Before care starts at 6:00 am. Students cannot be dropped off before 6:00 am.
- Parents must bring students into the school and sign them into before care and will be charged. No student is allowed to enter the building before 7:45 am with a parent signing them in.
- Any student dropped off before 7:45 am will be signed into before care and will be charged.
- After care begins at 3:15 pm.
- Any student not picked up by 3:15 pm will be signed into after care and will be charged.
- Parents must pick up the student in the school and sign them out of after care.
- No one under the age of 18 will be allowed to sign the student out under any circumstances.
- Any adult that is picking up the student must be on the designated pick-up list.
- Any student not picked up by 6:00 pm will be charged a \$25 fee (this fee is per child). Late fees must be paid immediately. Repeated offenses will result in the child not be allowed to participate in the aftercare program.

**I acknowledge I have read and understand the above rules and procedures for the SMOS Extended Day program.**

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_



### Extended Day Program

Below are the rates for our Extended Day Program. We offer a daily rate and a monthly rate. The monthly rate is at a discounted rate and will save you money each month if you choose that option. If you are interested in signing up for the Extended Day Program, please read over the procedures and policies and fill out the registration form and return to the school office.

#### Before Care: 6:00 am – 7:45 am

##### Before Care Costs

Children	Daily	Monthly
1	\$5	\$60
2	\$8	\$100
3+	\$12	\$140

#### After Care: 3:15 pm- 6:00 pm

##### After Care Costs

Children	Daily	Monthly
1	\$10	\$150
2	\$15	\$225
3+	\$20	\$300

#### Combined Before and After Care

##### Combined Costs

Children	Monthly
1	\$195
2	\$300
3+	\$375

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Fax:

## Before and After Care Registration Form

Please chose one of the following:

Before Care Monthly \_\_\_\_\_ After Care Monthly \_\_\_\_\_ Combined Monthly \_\_\_\_\_

Before Care Weekly \_\_\_\_\_ After Care Weekly \_\_\_\_\_ Combined Weekly \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signature \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

**The following people will be allowed to pick up the above listed students from Extended Day. Individuals NOT listed below will not be allowed to pick the students up from Extended Day.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_