

### Extended Hours Registration Form

School Year \_\_\_\_\_

This form is for children who will be dropped off early (beginning at 8am) or will be staying past 1:00. Extended stay is available until 5:00 each school day. (Please fill out a form for each child.)

**PLEASE NOTE:** We use a monthly rate for extended stay hours. This way, **families will have a consistent amount to pay each month**, as they do with tuition. Having a set monthly fee for each family streamlines our invoicing process tremendously.

To better plan for our extended stay program, we are asking families to sign up for their extended stay hours along with registration. The number of hours per day may vary, but the schedule needs to remain consistent each week. Please choose a total number of hours that you feel comfortable keeping consistent since the monthly fee will not change.

We do offer pick-up at the half hour! If you'd like to pick up your child at 1:30, 2:30, 3:30 or 4:30, please indicate it in the chart below with a .5. Remember that you need to commit to the same schedule each week! **Early Stay will be free for families paying for at least 8 hours of Extended Stay each week. Free Early Stay hours are limited to the same number of days as scheduled Extended Stay days.**

Student Name \_\_\_\_\_ Teacher/Class \_\_\_\_\_

	Mon	Tues	Wed	Thurs	Fri
8am-9am	_____	_____	_____	_____	_____
1pm-2pm	_____	_____	_____	_____	_____
2pm-3pm	_____	_____	_____	_____	_____
3pm-4pm	_____	_____	_____	_____	_____
4pm-5pm	_____	_____	_____	_____	_____

Total number of hours selected: \_\_\_\_\_ x \$18.50 per month = \$ \_\_\_\_\_ monthly extended stay fee

**EXAMPLE:** A child that is at school from 9am to 2:30 pm Monday through Friday would register as follows:

	Mon	Tues	Wed	Thurs	Fri
8am-9am	_____	_____	_____	_____	_____
1pm-2pm	1	1	1	1	1
2pm-3pm	.5	.5	.5	.5	.5
3pm-4pm	_____	_____	_____	_____	_____
4pm-5pm	_____	_____	_____	_____	_____

Total number of hours selected: 7.5 x \$18.50 per month = \$ \$138.75 monthly extended stay fee

Please keep in mind that staff are scheduled according to the number of children that are registered. Refunds will not be given for absences or late arrival/early pickup. At pick-up, there is a 5-minute grace period followed by a late fee of \$1/min.

Children age 2 and under will nap in the afternoon, spend time outside when weather permits, take walks, play in classrooms and participate in other age-appropriate activities. An afternoon snack will be provided to children staying past 3pm. Children age 3-5 will have a rest time with the option to go to sleep and then play outside, participate in enrichment activities and play in centers. An afternoon snack will be provided to children staying past 3pm.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone Number \_\_\_\_\_

**NOTE:** Occasionally a parent needs to add extended hours or an additional day. This will be allowed if we know that we have adequate space and staff. There will be a \$10 hourly fee for these additional extended requests, payable that day. Any added days of attendance will be \$25, also payable that day.