

EXTENDED DAY REGISTRATION FORM – 2 & 3 Year Olds

All families who utilize the Extended Day Program during the upcoming school year are asked to complete the information below and return this form by July 2, 2018. Accurate information is needed at this time for staffing purposes.

Extended Day hours are available for **all** ECC children from 8:00am to 8:45am (till 9:00 for 2 year olds) and from 12:15 (from 12:00 for 2 year olds) to 5:00pm for the 2018-19 School Year. (Refer to annual calendar for in-session days.) Families have the option of committing to a **Routine Daily Schedule** and paying a flat monthly fee **OR** use Extended Day on an **As Needed Schedule** and pay \$6.00 per hour. There is no additional registration fee required specifically for our Extended Day program. (*7:30 or 7:45 AM care is being considered and would be offered if sufficient enrollment warranted.)

CHILD'S NAME _____

EC 2 or EC3
(Circle one)

At this time I plan to use the Extended Day Program (Please check all that apply):

Option 1: Routine Daily Schedule For Extended Day Usage:

Families who choose the **Routine Daily Schedule** will pay the same flat fee each month as outlined below. Adjustments will not be made for absences or holidays. Routine charges were established to provide a significant reduction from the hourly rate for families needing daily/routine Extended Day hours (see "Savings" below). Extended Day payments will be made in 10 equal installments, August – May, due the 15th of each month and considered late after the 25th. A 10% discount will be given for siblings (2nd or 3rd child) using the same Routine Daily Schedule. For the 2 year olds morning care will end at 9:00 and after care will begin at noon, the rates will be the same as below.

ROUTINE M - F:

_____ 8:00 am – 8:45 am	\$ 80.00 PER MONTH
_____ 12:15 pm – 3:00 pm	\$250.00 PER MONTH
_____ 12:15 pm – 5:00 pm	\$385.00 PER MONTH
_____ 8:00 am – 8:45 am AND 12:15 pm – 5:00pm	\$425.00 PER MONTH

ROUTINE MWF (3 days/week)

_____ 8:00 am – 8:45 am	\$ 50.00 PER MONTH
_____ 12:15 pm – 3:00 pm	\$150.00 PER MONTH
_____ 12:15 pm – 5:00 pm	\$230.00 PER MONTH
_____ 8:00 am – 8:45 am AND 12:15 pm – 5:00pm	\$255.00 PER MONTH

****Notes:** If you are interested in a Routine T/Th (2 days/week), please call the office. Changes in Extended Day plans will incur a change fee. The Routine Monthly Payments will be prorated for children beginning that option at a later date in the school year.

Option 2: 'As Needed' Schedule For Extended Day Usage:

Families who choose the **'As Needed' Schedule** will be billed \$6.00 for each hour spent in Extended Day, receiving a bill at the beginning of the month, for the prior month's hours (i.e. Sept. hours will be billed the 1st week of Oct.). Payments will be due on the 15th of October and considered late after the 25th. The minimum charge for AM care is \$6.00 for any child using Extended Day any time before 8:45/9:00am. The minimum charge in PM care is \$18.00 for any child using Extended Day any time between 12:00/12:15pm – 3:00pm. Two days' notice is required for 'As Needed' care.

ALL PM Extended Day children need to bring a labeled lunchbox. Parents are reminded to provide a nutritious lunch for their child/ren. Lunches cannot include any candy or gum. Refer to our Nutritional Packet for additional information regarding healthy food choices as specific nutritious food guidelines are required. Children who plan to stay for PM care, which includes a rest period, should bring a labeled blanket and pillow that they can leave at school. These will be returned at the end of the week for laundering. Cots and sheets are provided by the Center. A labeled afternoon snack should be provided if your child will be staying later than 3:00.

Parent/Guardian Signature: _____