



# Extended Care PS/PK Registration 2018-2019

Child's Name \_\_\_\_\_ Grade Entering \_\_\_\_\_ Start Date \_\_\_\_\_

**Application Fee** – Application fee is \$25 per child, \$35 per family. All application fees will be billed to your TADS account. Please fill out this application, sign, and return to the School Office.

## Monthly Payment Options

**Includes September through May, in-session school days only. August will be pro-rated and billed separately.**

Registration Options	Morning Care (7 – 7:45 am)	Afternoon Care (3 – 4:30 pm)	Afternoon Care (3 – 6 pm)
	Nine Payments	Nine Payments	Nine Payments
Mon – Fri	<input type="checkbox"/> \$60	<input type="checkbox"/> \$170	<input type="checkbox"/> \$250
Mon, Wed, Fri	<input type="checkbox"/> \$40	<input type="checkbox"/> \$130	<input type="checkbox"/> \$180
Tues and Thurs	<input type="checkbox"/> \$30	<input type="checkbox"/> \$110	<input type="checkbox"/> \$130

**Monthly amounts represent charges for in-session school days only. Early dismissal, school closures, and school holiday rates will be additional fees.**

## EXTENDED CARE GUIDELINES

**School Holiday Rate-** The extended care rate is \$40 per day for school holidays and closures. Parents must pre-register their children in advance. The school holiday rate **is not** included in the monthly fee.

**Early Dismissal** – On days when classes are dismissed before regular scheduled times, care provided before 3:30 pm will be charged at \$12 an hour from dismissal time to the normal start time of Extended Care. Parents must pre-register their children in advance. The early dismissal rate **is not** included in the monthly fee.

**Late Pick-Up** - Parents will be charged \$1 per minute, beginning at the end of the contract time/or at the end of Extended Care. (For example, if a person has a contract until 4:30 and their child is picked up at 4:37, the late charge will be \$7). Any late fees will be documented at added to your monthly statement.

**Payment Policy** - All payments are processed through the online TADS system. Payments are due on the 25<sup>th</sup> day of the month for the next month (i.e. payment due 8/25 for September contracts). A late fee of \$35 will be charged if payments are not received on time. A \$35 charge will be assessed for all returned checks.

**Student Withdrawal Clause** -A student is enrolled until a written notification of withdrawal is given at least 2 weeks in advance. If a student withdraws without notice, no refund or cancellation of any portion of the monthly fee will be made by the school

## CONTRACTUAL AGREEMENT

We, the undersigned, have received and reviewed the St. Mark Extended Care Fee Schedule and Program Guidelines. We agree to fulfill all financial obligations as required by St. Mark Lutheran School, including those set forth in the Fee Schedule.

- All Application Fees are non-refundable
- Extended Care Fees shall be charged through the end of the month in which the student is enrolled. (A student is enrolled until a formal withdrawal form is completed.)
- Parents are responsible for notifying the Extended Care Program Director, in writing, if changes to your child's schedule are required

Signature \_\_\_\_\_

Date \_\_\_\_\_

