



UPDATED! Extended School Day Program Enrollment Form SY 2019-2020

Child's name:	Grade:	Allergies
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Child's name:	Grade:	Allergies
Child's name:	Grade:	Allergies
_____ Father/ Guardian (Print)		_____ Phone/Cell Number
_____ Mother/ Guardian (Print)		_____ Phone/Cell Number

ENROLLMENT FEE \$50 for Full Year Commitment per child

Extended Care Rates

- **Morning Care (6:30am- 7:30am)**
 - Drop- In Rate..... \$1,408
 - Full Year Commitment Rate.....\$1,150

- **Afternoon Care (3:00pm- 5:30pm MTTHF & W 2:30pm- 5:30pm)**
 - Drop- In Rate..... \$2,816
 - Full Year Commitment Rate.....\$2,400

- **Both Morning & Afternoon Care**
 - Drop- In Rate..... \$3,520
 - Full Year Commitment Rate.....\$3,000

I would like to enroll: (Circle one)

FULL YEAR COMMITMENT

DAY-TO-DAY BASIS

DAY-TO-DAY BASIS (circle one)

MON

TUE

WED

THR

FRI

(you are not locked in to these days,
however please notify the office with changes)

REGULAR

DROP-INS (call office to schedule drop-ins)

(AS NEEDED if space available)

**Full year commitment can be paid in full, with a \$50 dollar discount, or monthly through the MAP program.*

Day-to-Day and Drop-In rates are based on the daily rates of \$8.00 per hour-

Please call the office to schedule a Drop-In

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EXTENDED SCHOOL DAY PROGRAM POLICY

Morning Care: Students may bring a snack to eat, then read, play with games and toys, or work on school work.

Afternoon Care: Homework time for 30/45 minutes at the beginning of care then free play until pick up.

I/ We understand that:

- **ENROLLMENT FEE \$50 for Full Year Commitment per child**
- LBES Code of Conduct and Dress Code standard applies in the Extended School Day program.
- **FULL YEAR COMMITMENT FEES** must be paid on a monthly basis through our **MAP program**, with the first debit starting Aug. 9, 2019 and ending on April 30, 2020 with your final payment reduced by the enrollment fee amount upon completion of the yearly commitment.
 - All other monthly fees will be charged to your account on the last business day of the month. There will be a \$50.00 fee for payments rejected through MAP plus any other fees MAP may charge for non-sufficient funds (NSF). If rejected payment and outstanding fees are not paid by the next business day, your Extended Care services will be suspended until payment is made.
- **CANCELLATIONS:** Office must be notified **IN WRITING** at least **30 days in advance** of student's last day of attendance.
 - If 30 day's notice is not received, the student's last day of attendance will be determined by adding 30 days to the date the school was notified in writing.
 - Student will be charged the full month for any fraction of a month that the student attended using the daily rate plus any difference in the cost that is greater for the previous months used based upon the daily rate multiplied by the number of days in the month.
 - There are NO REFUNDS for previously paid months.
- **Day-to-Day "Regular" Fees** are **due by the end of the week** that services are rendered.
- **Day to Day "Drop-in" Fees** The school office **must be notified and fees paid in advance** or immediately after services are provided, for any "as needed" daily "drop-ins"
 - Please give exact change since the Extended Care director is not able to make change. Checks are always written to Lanakila Baptist School and a \$50 charge will be charged for returned checks. There will be a \$5.00 fee added if an invoice has to be generated for the **Day-to-Day Regular or Drop-In care** that are not paid when due.
- **LATE PICK-UP** fee is \$5.00 for the first five minutes and \$1.00 for each additional minute thereafter. Late pick up fees will need to be paid the next school day before services are rendered. If late fees are not paid, no service will be given. Child will have to be picked up IMMEDIATELY.
 - If child is not picked up by 5:30 pm and parents have not contacted the Extended Care director or office, we will immediately call the numbers on the emergency contact list. If no contact is made to pick up child by 6:00pm the proper authorities will be notified. Late fees will be assessed until child is picked up.
- WE WILL **NO LONGER BE BILLING AT THE END OF THE MONTH**. PAYMENTS ARE DUE DAILY, WEEKLY OR MONTHLY DEPENDING ON YOUR PLAN.

Parent Signature: _____

Date: _____