

St. Andrew's Episcopal School

Extended Day Program – 2010-11 School Year

Program Information

Hours: 7:15 – 8:00 a.m.
3:00 – 5:30 p.m.

The Extended Day Program will be available to St. Andrew's Episcopal School students only.

Extended Day will be available on most school days according to the school calendar, with the exception of the following half-days. Extended Day will **NOT** be available on:

2010 – August 27, September 3, October 8, December 21
2011 – February 16, June 8

The Extended Day program will NOT operate on days when school is not in session for students.

Please contact the school office regarding availability for pre-kindergarten and kindergarten students Aug. 30 – 31 and September 1 – 2, 2010.

Fees

MONTHLY

Before School Only (7:15-8:00 a.m.)	\$50	Monthly fees are billed on the 1 st of the month, and are due on the 15 th of the month.
After School Only (3:00-5:30 p.m.)	\$225	
Before and After School	\$250	

Note: Parents who opt for a monthly fee will be billed September through May. The additional days in August and June will not incur an additional charge for monthly payers only.

HOURLY and OCCASIONAL USE

\$5.50 per hour or any part of an hour.

Students who stay until the 5:30 pick-up time will be billed \$16.50 for the day.

Charges for the morning session are \$5.00 per day.

Charges for hourly attendance will be charged to the student's account as they are incurred. Payment may be made on the day of attendance, or must be paid in full by the 15th of the following month.

HALF-DAYS OF SCHOOL

All students who will attend the Extended Day Program on half-days of school (other than those noted above) **MUST** make reservations one week prior to the day of attendance. Hourly payers will pay for the day on an hourly basis.

LATE CAR POOL PICK-UPS

Any student remaining after car pool ends for the day (3:15 p.m.) will be checked in to the Extended Day program. Parents will be charged the hourly charge of \$5.50 per hour or any part of an hour.

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REGISTRATION FORM

Please return this form by August 23, 2010

Student's name _____

Grade (for 2010-11) _____

Days needed: _____ Every day
(circle as needed) Monday Tuesday Wednesday Thursday Friday
Occasional use (less than one day per week)

Please indicate the approximate hours of attendance for your child:

Morning: _____ (drop-off time)

Afternoon: _____ (pick-up time)

Please indicate your choice for billing (circle one):

MONTHLY

Before School Only (7:15-8:00 a.m.)	\$50
After School Only (3:00-5:30 p.m.)	\$225
Before and After School	\$250

HOURLY - \$5.50 per hour or part of an hour

Please read and sign the following:

I/we agree to pay all fees for the Extended Day Program from my child's first day of attendance until I no longer need this service. Changes to the method of billing may be made with one week's notice **in writing** to the school. I understand that the Extended Day Program will be available on days when school is in session for students with the exception of the following dates: August 27, September 3, October 8, December 21, February 16, June 8. When school is closed due to inclement weather or other circumstances, the Extended Day Program will not operate.

I agree that St. Andrew's shall have the right to dismiss any student if he or she does not meet the standards of the program or if the child fails to conform to the policies and regulations of St. Andrew's School.

Father's signature

Date

Mother's signature

TO: Parents of St. Andrew's School Students

FROM: Staff of St. Andrew's School

DATE: August 2, 2010



RE: Extended Day Program for the 2010-11 school year

We are pleased to offer the following information to you regarding the Extended Day program for the 2010-11 school year. The program information page should answer many of your questions about this program.

Please note that registration is required for your child to participate in the Extended Day program. Although registration may be completed at any time prior to use, we strongly encourage you to register by August 24, 2009. This will greatly help us to plan our staffing and use needs, and will insure your child a place in the program.

Please note the enclosed forms will need to be completed prior to the first day of attendance (including the Information Form and the Decision to Not Administer Prescription Medication Form).

Should you have any questions, please call Donna Hayden in the school office – 596-6261.

We look forward to a great 2010-11 school year!