

Extended Day Program

2009-2010 Pay Schedule

For the Extended Day programs, we have adopted a payment plan that consists of 18 **equal** installments to cover the 180 day school year. If parents wish to pay in advance of this schedule, they may do so at any time. Vacation weeks and other school days off have been taken into account, so parents will pay the same amount each pay period. Vacation weeks and workshop day programs are available at an additional charge. Look for information on these programs from your Site Director, as these dates approach.

Due to the fact that staffing and other support materials are all arranged for in advance, please note the following:

- Payments must be made in advance as outlined below.
- *Payments must be made in full. A two week written notice must be given for any absences. Only absences of one week or more will be excused. Payments will **not** be “pro-rated” for absences of less than a full week.*
- The program will run in concurrence with the required 180 day school year.
- There will be no refunds or discounts for snow days as these days will be made up at the end of the school year at no additional cost.

| Payment Due | Covering the Weeks of: | # Of School Days |
|------------------------|---------------------------|-----------------------|
| At Registration | September 1 -September 18 | 12 |
| September 18 | September 21-October 2 | 10 |
| October 2 | October 5-October 16 | 9 |
| October 16 | October 19-October 30 | 10 |
| October 30 | November 2-Novemeer 13 | 9 |
| November 13 | November 16-December 4 | 13 |
| December 4 | December 7-December 18 | 10 |
| December 18 | **December 21-January 8 | 8 |
| January 8 | **January 13-January 22 | 9 |
| January 22 | January 25-February 5 | 10 |
| February 5 | **February 8-February 26 | 10 |
| February 26 | March 1-March 12 | 10 |
| March 12 | March 15-March 26 | 10 |
| March 26 | **March 29-April 9 | 9 |
| April 9 | **April 12-April 30 | 10 |
| April 30 | May 3-May 14 | 10 |
| May 14 | May 17-May 28 | 10 |
| May 28 | June 1-End of School Year | ***11 |
| 18 Installments | | Total 180 days |

**Vacation Week or Workshop Programs available at an additional charge.

***This number may increase depending on the number of snow days used.

Our *pay in advance* policy will be strictly enforced, so please be prompt with payments.

If you have any questions concerning the Billing Process,

Contact Dave Libby at 640-7816

Payment Policies

- **All payments are to be made in advance.** The dates on the payment schedule represent the last day a payment should be made. Early payments will be gladly accepted, and will not be deposited until after the due date.
- **How to pay:** Payments are to be made to a Site Director at the school you attend. Payments for children, who attend more than one program, may be combined on one check and given to one Site Director. These payments will be forwarded to the billing office and credited to your account.
- **Late/Missing Payments:** Missing two payments in a row will result in exclusion from all programs. There will be notification sent home that your child will no longer attend Extended Day until this matter is satisfactorily resolved.
- **Returned Checks:** Checks that are returned by your bank for any reason will be subject to a \$25 returned check fee. Returned checks must be replaced by a **money order only** in the amount of the check + the \$25 fee. Failure to make good on returned checks within 30 days will result in exclusion from all programs. More than one returned check during the year will result in a status change to “Money Order Only”, which means checks will no longer be accepted as a form of payment for any Extended Day Program.
- **No cash Payments will be accepted.**
- Please include child’s name on your check (in the memo line is a good spot) to assist in processing the check and to assure that your check gets credited to your account properly.
- **Absences:** Two week written notice must be given for absences. Only absences of one week or more will be excused. No refunds or adjustments will be made for any other absences (due to illness, family commitments, etc.).
- **Drop Off Rate: For children already participating in Extended Day ONLY !!!** If parents have an emergency need for AM or PM Extended Day at a time when they normally do not attend (i.e. a three day AM Extended Day student who needs a fourth day, or a PM Extended Day student who needs to be dropped off before school, etc.). This service is offered only as a convenience to our parents, and is not to be abused.
PM Drop Off Rate - \$16
AM Drop Off Rate - \$9
- **Late pick-up charge:** PM Extended Day students who are picked up after their program ends, will be charged a \$5 per 5minute late pick-up fee. Continual abuse of this pick-up time may result in exclusion from the PM program.