# LINFIELD CHRISTIAN SCHOOL
# 2018/19 EXTENDED DAY POLICY AND FEE AGREEMENT

Student Name: _____ Entering Grade: _____

Parent Name: _____

Extended Day care is available from 7:00 a.m. until 8:00 a.m., and from 3:00 p.m. until 6:00 p.m. To enroll your child for Extended Day, complete and return this agreement to the Business Office. ***Please fill out the form whether you plan to use Extended Day on a regular basis or just occasionally.*** Students who arrive before 7:30 a.m. or who are left on campus past 3:00 p.m. will be automatically enrolled and will be subject to all Extended Day Care provisions.

**Drop off procedure**: Children arriving before 7:30 a.m. **must check in with the Extended Day Supervisor**. Children may arrive up to thirty minutes before school starts without incurring Extended Day charges.

**Pick up procedure**: Parents picking up a child must sign them out on the roster maintained by the Extended Day Supervisor. Time of pick up will be noted on the roster. Students will be checked in to Extended Day Care, if not picked up from their classroom after school at 2:50 p.m. ***Charges for afternoon Extended Day Care will begin at 3:00 p.m.***

**Minimum Days**: On days when all three divisions dismiss early at 11:30 a.m., charges for extended care will begin at 12:00 p.m. If the Elementary School is the only division to dismiss at 11:30 a.m., the charges will begin at 3:00 p.m.

## FEE AGREEMENT

I understand and agree to the following:

A.) Families may elect to use Extended Day on a drop in basis billed at $3.75 per half hour or elect unlimited use for an annual fee of $1,350.00 which will be billed on a monthly basis September through May. Payments are to be made via Auto-Debit/Credit Card as selected on FACTS Tuition Management Service payment plan agreement.

B.) The unlimited Extended Day option is not based on use and therefore not subject to any prorated adjustments based on actual use.

C.) Drop in Extended Day charges are billed to your child's account weekly and will be added to their Tuition and Fees payment in accordance with your payment plan selection on FACTS Tuition Management Service agreement. Drop in Extended Day fees will be billed at a rate of $3.75 per half-hour, or a fraction thereof, for any time my child attends Extended Day.

D.) Linfield reserves the right to deny a student the use of Extended Day due to non-payment of fees.

E.) If a child arrives earlier than 7:00 a.m., or is picked up later than 6:00 p.m., a fine of $1.00 per minute will be charged. If a child has not been picked up by 6:00 p.m., the Extended Day Supervisor will begin calling the persons designated on the Emergency Card. Three fines in any one school year may result in dismissal from the Extended Day program. This is applicable to both the unlimited use option and drop in rates.

**F.)** Extended day **selection** – please **initial**

**Drop in** _____ $3.75 per half hour **Unlimited**_____ $1,350.00 annually

_____ Date: _____
Signature of Father/Male Guardian

_____ Date: _____
Signature of Mother/Female Guardian