



**Providence School Extended Day Program Information Packet.**

**Extended Day has its own accounting, separate from Providence tuition; therefore, it is necessary to adhere to the following payment policies.**

1. The first month's payment and registration fee must be paid for each child upon registration. **Registration is due August 1, 2011.**
2. Every child must have his/her registration renewed each year.
3. Extended Day payments should be separate from tuition payments.
4. Make all checks payable to Providence School, and addressed: "To the attention of Darlene Perkins/Extended Day Director." These payments can be made in either the Upper or Lower School office. You may also place your payment in the Extended Day mailbox, located on the wall in front of the Lower School office.
5. All monthly payments must be paid on or before the sixth of each month. Payments received after the tenth of the month will have a \$20.00 late fee added to the bill. Your child (ren) will not be allowed to attend Extended Day with an outstanding balance. Report Cards will also be withheld with an outstanding balance.
6. Withdrawals or attendance changes from Extended Day must be done in writing.
7. All withdrawals must be made 30 days in advance. Otherwise you will be obligated to pay for the next month's payment.
8. Indicate on the bottom of the check your child's first and last name.
9. Your child (ren) need a snack each day for Extended Day.
10. When there is a ½ day, Extended Day will start at lunchtime. Parents need to provide lunch since the dining hall does not provide lunch on half days. There will be an extra \$5.00 charge on these days (per day, per child) to cover activities planned.
11. It is mandatory that parents or guardians of Kindergarten – Second grade students sign their child (ren) in each morning to ensure each child's safety.
12. All students must be signed out each day by their parents or an adult who has been given approval, listed as an emergency contact, or a note from a parent allowing the child to be released.
13. When there is a school holiday, Extended Day will be closed.

**Registration fee is \$10.00 per child:**

Based on the 180-day school schedule, **monthly** fees are as follows:

**A. AM only = \$40.00                      PM only = \$115.00                      AM/PM together = \$150.00**

**B. With second child, 10% discount monthly payments are as follows:**

**AM only = \$36.00                      PM only = \$103.50                      AM/PM together = \$135.00**

**NOTE: If you pay in full, on or before August 1, 2011, you will receive a 6% discount. Payment will be as follows:**

**AM only = \$376.00                      PM only = \$1,081.00                      AM/PM together = \$1,410.00**

**PLEASE NOTE: A signed contract is necessary for your child (ren) to attend the program. Your signature indicates that you have read and understand all Extended Day policies. Please complete the attached form and return by August 1, 2011.**

**Name Printed \_\_\_\_\_ Signature \_\_\_\_\_**

**Date Signed \_\_\_\_\_**

***Providence School***  
***Extended Day Program***  
***Application for Enrollment 2011-2012***

**Open to K-5<sup>th</sup> grade students**

Please fill out this application completely and submit with a \$10.00 Registration/Supply fee per child. Accurate information is necessary so that we may best serve your child(ren). It is your responsibility to notify us immediately of any changes in residence or pickup information at 223-5270, extension 2177.

Date of registration \_\_\_\_\_  
Registration/Supply fee check # \_\_\_\_\_

Please check appropriate program:

- AM program (7:00 – 7:55) monthly fee \$40.00
- PM program (2:45 – 6:00) monthly fee \$115.00
- AM/PM program (7:00 – 8:15/2:15 – 6:00 PM) monthly fee \$150.00

NOTE: Registration fee must be enclosed, with a payment plan selected, before the contract will go into effect, and your child is accepted in the program.

**CHILD INFORMATION**

Child's full name: \_\_\_\_\_

Child's Nickname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Teacher/Grade: \_\_\_\_\_

Child's full name: \_\_\_\_\_

Child's Nickname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Teacher/Grade: \_\_\_\_\_