



June 1, 2011

Dear Parents:

Once again, the Providence Middle School is pleased to offer the Extended Day program for students in sixth through eighth grades for the 2010-2011 school year. Supervision will be provided from 3:15 p.m. until 5:30 p.m. on all regular school days.

When making a decision about utilizing Extended Day, please keep in mind that all Upper School students are required to be off campus or under the direct supervision of a parent, teacher, or coach no later than fifteen minutes after their last class. This restriction is in place solely for the purpose of student safety. Faculty members will clear the campus every afternoon. Any student not properly supervised will be taken to the Extended Day room and a charge of \$20.00 will be assessed – regardless of the length of time the student is in Extended Day.

Please review the Extended Day information packet. If you should have any questions, please contact the Extended Day Office at 223-5270, ext. 2177.

In His service,

Ms. Darlene Perkins  
Extended Day Director



# PROVIDENCE SCHOOL

## Extended Day Information

Providence School and the Extended Day Program operate under the following guidelines:

1. Students who are registered for extended day must be in the assigned extended day room no later than fifteen minutes after their last class.
2. All upper school students are required to be off campus or under the direct supervision of a parent, teacher, or coach no later than fifteen minutes after their last class. Any student not properly supervised will be taken to the extended day room and a charge of \$ 20.00 will be assessed, regardless of the length of time the student is in extended day.
3. Extended day will be closed on half days and school holidays. ***\*Depending on the need, the Extended Day program may be in session on optional half days.***
4. Students who are in extended day must be signed out each day by their parent or an adult who is listed as an emergency contact. Students will not be allowed to leave the extended day room to meet their ride.
5. Students who are disruptive or have behavior problems will not be allowed to remain in extended day and parents will be required to make arrangements for timely pick-up.

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 the Middle School Extended Day Program. These payments may be dropped off in Upper 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. Report cards will be withheld for 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, there will be the obligation to pay for the next month's payment.
8. Please indicate on the bottom of the check your student's first and last name.



# **PROVIDENCE SCHOOL**

## **Extended Day Fee Schedule**

Registration fee:

\$10.00 per child

Monthly fee:

Single child - \$115.00

Second child (10% discount) - \$103.50

Yearly fee:

There is a 6% discount if payment is made in full on August 1, 2011.

The total amount for yearly payment is \$1,081.00.



# PROVIDENCE SCHOOL

## Extended Day Registration

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Time of student's last class:** \_\_\_\_\_

**Estimated time of parent pick-up** \_\_\_\_\_

**Parent(s) name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Work phone:** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_

### Authorized Pickup Information

(Please list any adult that is authorized to pick up child other than parents.)

**Name:** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_

**Telephone:** (work) \_\_\_\_\_ (cell) \_\_\_\_\_ (home) \_\_\_\_\_

**Driver's License number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_

**Telephone:** (work) \_\_\_\_\_ (cell) \_\_\_\_\_ (home) \_\_\_\_\_

**Driver's License number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_

**Telephone:** (work) \_\_\_\_\_ (cell) \_\_\_\_\_ (home) \_\_\_\_\_

**Driver's License number:** \_\_\_\_\_



# **PROVIDENCE SCHOOL**

## **Extended Day Attendance Adjustment**

**Student name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Time of admission:** \_\_\_\_\_ **Time of release:** \_\_\_\_\_

**Printed name of person picking up student:** \_\_\_\_\_

**Relationship to student:** \_\_\_\_\_ **DL#** \_\_\_\_\_

**Signature of person picking up student:** \_\_\_\_\_