



Circle program student attends during regular school day:		
½ Day Prim	All Day (K)	
Lower EI	Upper EI	Adols

Extended Care Hours Contract

IF YOU DO NOT INTEND TO CONTRACT FOR EXTENDED CARE AT THIS TIME, PLEASE RETAIN THIS CONTRACT FOR FUTURE USE. EXTENDED CARE CONTRACTS FOR THE FIRST WEEKS OF SCHOOL MUST BE RETURNED TO THE OFFICE ASAP.

Student Name _____ **Parent** _____
Please Print Please Print

Contract Starting Date _____ **Ending Date** _____

Students attending Extended Care must be enrolled in our School Programs, and a Tuition & Enrollment Contract must be signed and on file in the office prior to contracting for Extended Care. According to the Tuition & Enrollment Contract, “the Parent agrees to pay class activity fees, field trip fees, supply fees, Phys Ed fees, cooperative fees, late payment fees, bad check fees, fees for late pick-up and/or early arrivals, and any other fees applied to the account” [emphasis added]. Extended Care fees qualify as fees applied to the account and are therefore subject to all financial policies as written in the Tuition & Enrollment Contract.

Financial Policies

Invoices are issued monthly and are payable by check, cash, or money order upon receipt. Fees appear on a separate statement from tuition as weekly charges and use the last billable day of that week as the posting date.

Extended Care fees must be paid promptly. When a Student’s account is in arrears, or when a Parent has a question about the Student’s account, it is the Parent’s responsibility to contact the school’s business office to resolve any questions and to make arrangements for immediate payment.

All payments will be credited in order of receipt to the earliest debit on the Student’s account. Extended Care fees are due upon receipt of the monthly statement. As an accommodation to the parent, MSMV allows a grace period of 10 calendar days to pay invoices and other fees. When the last day of any grace period falls on a day the school is not in session, the grace period will end at 3 p.m. on the last day of school within the ten-day grace period. Any accounts in arrears after the grace period will be assessed a Late Fee. Whenever a Late Fee is assessed, the School has the right to declare immediately due and payable the arrears and any and all Extended Care fees due for services rendered for a Student to date.

If the Extended Care fees invoiced are not paid by the first day of the following month, the School reserves the right to suspend the child from attending Extended Care indefinitely. The School has the right to require payment in advance of service for any further use of Extended Care services. Additionally the School has the right to withhold the child’s school records until all tuition, fees, interest, and collection fees have been paid.

The School will assess the Parent a fee for any payment check that is not negotiable. If the Parent presents a second non-negotiable check during the school year, then the replacement funds, late payment fees, bank charges and bad check fees must be paid in cash, money order, certified check or cashier’s check.

Contracted Days/Hours/Times are defined as days, hours, or times for which an Extended Care contract has been signed.

Contracted Extended Care days are not transferrable to non-contracted days; fees for contracted Extended Care hours will be applied to the account regardless of attendance. Additional hours used beyond the contracted hours will be charged at the contracted rate.

Contract Hours for AM Extended Care, Extended Care from 11:30 to 12:30, and Extended Care after 3 PM must be written in one-half hour increments. Contract Hours from 12:30 to 3 PM are available only as a 2 ½ hour block period, as contracted pick-up times are unavailable during the 12:30 to 3 PM afternoon period.

Extended care contracts will remain in effect for the school year. One contract alteration or suspension and reinstatement is permitted at no charge, after which a \$25 fee will be assessed for each additional contract change or reinstatement. Contract alterations may result in change of rate depending on the number of hours originally and subsequently scheduled. Permanent contracted hour adjustments, suspensions, and reinstatements must be made in writing to the School office. Contracts are invoiced for the entire week regardless of a mid-week suspension date.

Non-permanent scheduling adjustments on contracted days, such as earlier or later pick-up within the regular Extended Care hours of operation are permitted provided space on the roster is available. Non-permanent scheduling adjustments require advance notice to the school. For any non-contracted early drop-off, the school must be notified before 4 PM on the previous business day. Additional time is charged by the one-half hour at the contracted rate.

When a student is absent from school due to extended illness for 5 consecutive school days, parents may request a waiver of fees due for that 5 day period only. Such a request must be made to the office by 4 PM the first business day following the 5 consecutive absences.

When a student is absent from school due to travel for 5 consecutive school days, parents may request a waiver of fees due for that 5 day period only, provided that request is made in writing to the office by 4 PM the last business day before the absences.

Extended Care closes at 5:30 PM. Any late pickups will be assessed a \$5.00 fee for pick-ups occurring between 5:30 PM to 5:35 PM regardless of contracted rates; a \$1 fee will be charged by the minute for pick-ups after 5:35 PM.

The school reserves the right to cancel or limit Extended Care availability on any given day due to staff development or emergencies, including calamity days. Contracted hours which are cancelled or limited will not be billed.

Contract Hours
 7:30 AM – 8:30 AM
 11:30 AM – 12:00 PM (lunch period only)
 11:30 AM – 12:30 PM (lunch & recess period)
 11:30 AM – 3:00 PM (2 ½ hour block period only)
 3:00 PM – 5:30 PM

Contracted rates:
 0-5 hours per week - \$4.00 per hour
 6-20 hours per week - \$3.75
 21+ hours per week - \$3.50

Please state only the beginning time and the ending time of the Extended Care Hours you will need in each day's space.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Start Time					
AM End Time	8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM
PM Start Time (11:30 AM or 3 PM)					
PM End Time					

I have read and understand the terms of the Extended Care Rates, contract and program.

Signature _____ **Today's Date** _____

For office use only: Student: _____ **Class:** _____

Total Hrs. per Wk. _____ **Hourly Rate** _____