

After Care/Extended Day Billing Policies 2009-2010



PROGRAM DEFINITION

- Extended Day is available to early childhood students on days they have attended school.
- Extended Day covers the time period from 12:45-3:15pm.
- After Care is available to grades students and early childhood students on days they have attended school, when directly dismissed from class.
- After Care covers the time period from 3:15pm-5:00pm (5:30pm on Tuesdays and Thursdays).

RATES

- The drop-in hourly rate for Extended Day is \$8 per hour.
- The contracted rate for Extended Day is \$16 per day.
- The hourly rate for After Care is \$8/hour.

PAYMENT OPTIONS

- Full payment is due with Extended Day contracts; otherwise drop-in rates apply.
- Payments can be made by check or exact cash; if paying in cash, please be sure to obtain a receipt from the office during school hours.

BILLING INCREMENTS

- All usage will be billed for a minimum period of one hour.
- Usage beyond one hour will be billed in half hour increments (rounding UP to the next half hour).
- The radio-controlled clock used by staff will be used for purposes of recording pick-up times.

VOLUNTEER DISCOUNT

Parents who are engaged in volunteer work for the school (at the school) receive a fee waiver if they have signed up for care in advance. Please be sure to note your volunteer job on the sign-out sheet when you pick up your child or you will not be eligible for the waiver.

REVOCATION OF PRIVILEGES

Extended Day and After Care privileges may be suspended or revoked in instances of repeated late pick-ups, late payments, or outstanding balances.

LATE PICK-UP FEES

- A \$15 late fee will be assessed per child for children picked up between 5:00pm and 5:15pm (5:30 and 5:45 on Tuesdays and Thursdays).
- A \$25 late fee will be assessed per child for children picked up between 5:15pm and 5:30pm (5:45 and 6:00pm on Tuesdays and Thursdays).
- A \$25 late fee will be assessed per child for children picked up after 5:30pm (or 6:00pm on Tuesdays and Thursdays), and family will be subject to temporary or permanent revocation of privileges.

CONTRACTS

- All Extended Day contracts are due by 3:00pm on the due date specified on the front of the contract. Payment must accompany the contract to qualify for the contract rate; otherwise drop-in rates apply.
- Contracts cannot be changed once submitted. If you need additional coverage, additional use will be billed at drop-in rate.
- Contracts are available on a monthly basis only.
- There are no refunds for contracted hours that are not used (e.g., if your child is absent from school or if you have a change of plans).

INVOICES

- Invoices for drop-in care will be issued monthly at the end of the week following the last day of the month.
- Payments are due by the last day of the month of the invoice date.
- Payments not received by the due date are subject to a \$15 late fee and will be added to the next invoice.
- Unless payment is mailed, it should be handed directly to a member of the administrative staff.
- When paying by cash, please wait for a receipt.

Revised 1/21/09