

EXTENDED DAY REGISTRATION FORM

All families who will utilize the Extended Day Program during the upcoming school year are asked to complete the information below and return this form to the ECC office. Accurate, timely information is needed for staffing purposes. Extended Day hours are available for **all** ECC children from 8:00am to 9:00am and from 12:00 to 3:00pm for the upcoming School Year. (Refer to annual calendar for in-session days.) Families have the option of committing to a **Routine Daily Schedule** and paying a flat monthly fee **OR** use Extended Day on an **As Needed Schedule** and pay \$8.00 per hour.

Option 1: Routine Daily Schedule For Extended Day Usage:

Families who choose the **Routine Daily Schedule** will pay the same flat fee each month as outlined below. Adjustments will not be made for absences or holidays. Routine charges were established to provide a significant reduction from the hourly rate for families needing daily/routine Extended Day hours. Extended Day payments will be made in 10 equal installments, August – May, due on the 15th of each month and considered late after the 25th. A 10% discount will be given for siblings using the same Routine Daily Schedule.

Option 2: ‘As Needed’ Schedule For Extended Day Usage:

Families who choose the **‘As Needed’ Schedule** will be billed \$8.00 for each hour spent in Extended Day, receiving a bill at the beginning of the month, for the prior month’s hours (i.e. Sept. hours will be billed the 1st week of Oct.). Payments will be due on the 15th of each month and considered late after the 25th. The minimum charge for AM care is \$8.00 for any child using Extended Day any time before 9:00am. The minimum charge in PM care is \$24.00 for children who stay any portion of Extended Day after 12:00 pm.

CHILD’S NAME _____

At this time, I plan to use the Extended Day Program (Please check all that apply):

8:00 am until 9:00 am	ROUTINE AM CARE	Annual	Quarterly	Monthly
	2 Day	<input type="checkbox"/>	\$ 432.00	<input type="checkbox"/>
3 Day	<input type="checkbox"/>	\$ 600.00	<input type="checkbox"/>	\$ 60.00
5 Day	<input type="checkbox"/>	\$1,080.00	<input type="checkbox"/>	\$108.00

12:00 pm until 3:00 pm	ROUTINE PM CARE	Annual	Quarterly	Monthly
	2 Day	<input type="checkbox"/>	\$1,300.00	<input type="checkbox"/>
3 Day	<input type="checkbox"/>	\$1,800.00	<input type="checkbox"/>	\$180.00
5 Day	<input type="checkbox"/>	\$3,240.00	<input type="checkbox"/>	\$324.00

<i>Two days’ notice is required for ‘as needed’ care.</i>	AS NEEDED	Daily Fee
	AM: 8:00 – 9:00	<input type="checkbox"/> \$ 8.00
	PM: 12:00 – 3:00	<input type="checkbox"/> \$24.00

ALL PM Extended Day children need to bring a lunchbox which has a cold pack to keep the food chilled. Parents are reminded to provide a nutritious lunch for their child/ren. Lunches cannot include any candy or gum. Refer to our Nutritional Packet for additional information regarding healthy food choices as specific nutritious food guidelines are required. Children who plan to stay for PM care, which includes a rest period, should bring a blanket, small “lovey” and pillow that they can leave at school each week. These will be returned at the end of the week for laundering. Cots and sheets are provided by the Center. Everything brought from home must be labeled with the child’s full name. This includes lunchboxes and all parts included, as well as their nap supplies. An afternoon snack should be provided if your child will be staying after 3:00.

Parent/Guardian Signature: _____