



# Extended Day Program Preschool Contract 2017-2018

|                |
|----------------|
| Office Use:    |
| Name _____     |
| Check # _____  |
| PMOF _____     |
| Amt. Pd. _____ |
| Date _____     |

In consideration of acceptance by St. John's Episcopal School, the undersigned agrees to the following terms and conditions as acceptance of:

\_\_\_\_\_ in Grade \_\_\_\_\_ to the Extended Day Program  
PRINT STUDENT'S NAME

(Early Arrival and/or Afternoon) for the 2017-2018 academic year.

*\*Please circle program and day(s).*

|                                      |   |   |   |    |    |
|--------------------------------------|---|---|---|----|----|
| Early Arrival: 8:00 a.m. - 9:00 a.m. | M | T | W | TH | F  |
| Afternoon Dismissal: 4:00 p.m.       | M | T | W | TH | F  |
| Afternoon Dismissal: 6:00 p.m.       | M | T | W | TH | F* |
| Friday: 5:00 p.m.                    |   |   |   |    |    |

## Annual Contract Fee Schedule

| Program   | 5 Day   | 4 Day   | 3 Day   | 2 Day   | 1 Day                                  |
|---|---------|---------|---------|---------|--|
| Early Arrival: 8 a.m.   | \$1,835 | \$1,475 | \$1,100 | \$750   | \$375                                  |
| Afternoon Dismissal:<br>4 p.m.                                    | \$1,835 | \$1,475 | \$1,100 | \$750   | \$375<br>Monday<br>through<br>Thursday |
| Afternoon Dismissal:<br>6 p.m. (Mon.-Thurs.)<br>5 p.m. (Fridays)* | \$3,300 | \$2,700 | \$2,050 | \$1,400 | \$725<br>Monday<br>through<br>Thursday |
| One Day FRIDAY ONLY<br>(5 p.m. Pick-up)                           |         |         |         |         | \$825                                  |

**FEES AND BILLING**

- **This contract must be fully executed by the parent(s) or legal guardian(s) financially responsible for the student and returned to the School by June 30, 2017.**
- Extended Day Program Payments: Payment schedule is to be selected from the options listed below in this contract.
- The School reserves the right to refuse admission or continued attendance in the program should discipline become an issue. The following protocol shall be followed: First infraction – a meeting with the parents to discuss the behavior plus a one week suspension from the program. Second infraction – a meeting with the parents to discuss the behavior plus a two week suspension from the programs. Third infraction – a meeting with the parents to discuss the behavior and the student shall be dismissed from the program.
- The full contract fee is payable regardless of absence or dismissal.
- Late Pick-up: Students are expected to be picked up at their contracted time. There is a \$10 late fee for the first five minutes or any part thereof; and an additional late fee of \$10 per every five (5) minutes thereafter. If you are late three times in one month, you will lose your Extended Day privileges for one week. If late pick-up continues, you will be suspended from the program indefinitely.
- Using the drop-in program on any day you are not contracted will be on an *emergency-only basis with prior approval of the Extended Day Program Director*. A morning fee of \$15 and an afternoon fee of \$15 an hour will be charged with payment due upon pick-up. There will be no drop-ins on inclement weather days, Fridays, or noon dismissal days.
- Changes made to the contract, excluding dropping days, during the school year will be honored, provided space is available. There will be a \$100 processing fee for each change made to the contract after September 30, 2017.
- The School reserves the right to refuse admission or continued attendance in the program if payment of fees is not made when due.
- Tuition policy regarding delinquent accounts apply to all Extended Day Program contracts

**PLEASE CHECK ONE OF THE FOLLOWING EXTENDED DAY PAYMENT PLANS**

- \_\_\_\_\_ **A.** One Payment Plan – Payment made in full by check directly to St. John’s School by September 30, 2017
- \_\_\_\_\_ **B.** Two Payment Plan – Payment by check directly to St. John’s School - 60% of balance due by September 30, 2017 with remaining 40% due by February 28, 2018
- \_\_\_\_\_ **C.** Nine Payment Plan – Payments through **FACTS** (from September to May)
- \_\_\_\_\_ I am currently using FACTS and agree to have my Extended Day Program payments paid through my existing FACTS account
- \_\_\_\_\_ I will register with FACTS for Extended Day Program Payments

**I agree to pay \$\_\_\_\_\_ for the 2017-2018 School Year.**

The undersigned acknowledges the obligation to pay the entire contract fee.

Signature of parents/all parties financially responsible for the student’s participation:

|           |            |      |
|-----------|------------|------|
| Signature | Print Name | Date |
| Signature | Print Name | Date |

Daytime Phone Number: \_\_\_\_\_

*Extended Day Program Contract 2017-2018*