



Extended Day Program Preschool – 8th Grade Contract 2019-2020

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 2019-2020 academic year.
Please circle program and day(s).

Early Arrival: 7:00 a.m. - 8:00 a.m.	M	T	W	TH	F
Afternoon Dismissal: 4:30 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: 7 a.m.	\$1,875	\$1,535	\$1,175	\$750	\$395
Afternoon Dismissal: 4:30 p.m.	\$1,875	\$1,535	\$1,175	\$775	\$395 Monday through Thursday
Afternoon Dismissal: 6 p.m. (Mon.-Thurs.) 5 p.m. (Fridays)*	\$3,375	\$2,750	\$2,080	\$1,440	\$745 Monday through Thursday
One Day FRIDAY ONLY (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, 2019.**
- 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.
- See extended day program calendar for specific information about days and times the program is available and possible changes to those days and times based on inclement weather.
- Students are expected to be picked up at their contracted time. Due to the increase of parents disregarding pick-up times the need for increased fees are as follows:
 First Late Pick Up: \$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.
 Second Late Pick-Up: \$15 late fee for the first five minutes or any part thereof; and an additional late fee of \$15 per every five (5) minutes thereafter.
 Third Late Pick-Up: \$20 late fee for the first five minutes or any part thereof; and an additional late fee of \$20 per every five (5) minutes thereafter.
 All late fees will be charged the following day to your preferred method of payment on file with the business office.
- 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.
- Reducing days during the contract year will result in a \$100 processing fee for each change made to the contract after September 30, 2019. Adding days, provided space is available, does not incur processing fees
- 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, 2019
- _____ **B. Two Payment Plan** – Payment by check directly to St. John’s School - 60% of balance due by September 30, 2019 with remaining 40% due by February 28, 2020
- _____ **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 2019-2020 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: _____