



Extended Hours Program Academic Year 2016–2017

Name of Student: _____ Room: _____

Please check one: Toddler Children's House Elementary Middle School

Beforecare Extended Hours		
	Morning Rate*	Hours Available
Toddlers	\$12 flat fee	7:30-8:30 a.m.
Children's House	\$10 flat fee	7:30-8:30 a.m.
Elementary/Middle School	\$10 flat fee	7:30-8:15 a.m.
<p>* The rate for Beforecare is a minimum charge regardless of the drop-off time. The fee is not pro-rated for a partial hour.</p>		
Aftercare Extended Hours		
	Hourly Rate	Hours Available
Toddlers	\$12/hr.	3:00-5:30 p.m.
Children's House	\$10/hr.	3:00-5:30 p.m.
Elementary/Middle School	\$10/hr.	3:15-5:30 p.m.

List Hours Attending:	AM	PM	Daily Total
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Weekly Total:			

Start Date _____ End Date _____

Please read both sides before signing.

The undersigned agrees to the policies and conditions listed on both sides of this agreement:

Signature of Parents (both parents please) or Guardian financially responsible.

Date _____ Signature of Parent or Guardian _____

Date _____ Signature of Parent or Guardian _____

Extended Hours

2016–2017 Academic Year

PLEASE READ ALL THE TERMS AND CONDITIONS.

- **Registration:** The Extended Hours Program is available to all Bay Farm students, space permitting. Therefore, it is recommended that you complete the schedule on the front of this form to ensure space for your child.
- **Schedule Changes:** If you should need to change the schedule, please do so as far in advance as possible to allow the school time to make changes in the Before/After care lists and staffing.
- **Authorization for persons other than parents picking up your child** must be in writing on the *Authorization and Consent Form*. In the case of an emergency, and if someone who is not on the A&C form is picking up, please call the office to let us know in advance. The person picking up must present a Driver's License. A copy will be made and kept on file.
- **Late Pick-Up Fees:** Please note, if you arrive after the closing of the program, you will be billed at the rate of \$1.00 per minute.
- **Payment:** Payment is expected on receipt of invoice.
- **Late payment charges** may be incurred on all payments received after the due date and a 1.5% interest charge will be added per month to any outstanding balance. If the fee is not paid on time, your child may not be allowed to return to the program.

***Beforecare Drop-off Procedure:
(Available as of 7:30 am)***

Toddler House

Please enter the campus through the Toddler House driveway. Pull your car in, with the passenger side parallel to the playground fence. A teacher will escort your child into the building.

Children's House and Elementary I

Please enter campus at the Upper Campus driveway and bear right at the fork at the soccer field, following the driveway down to the playground entrance. Park unobstructively, and escort your child(ren) into Beforecare behind the Children's House, and sign your child(ren) in with a staff person.

Elementary II and Middle School

Please enter campus on the Upper Campus driveway and follow the driveway to the World Languages Classroom. You may park in the driveway, as far to the right as possible, while you wait to make sure s/he gains entrance before driving away.

***Aftercare Pick-up Procedure:
(Available up to 5:30 pm)***

Toddler House

Please enter the campus through the Toddler House driveway. Pull your car in, with the passenger side parallel to the playground fence. A teacher will bring your child to your vehicle. The teacher will place your child in his/her child's seat, but the parent must fasten the straps.

Children's House and Elementary I

Please enter campus at the Upper Campus driveway and bear right at the fork at the soccer field, following the driveway down to the playground entrance. Park unobstructively. Please walk into Aftercare behind the Children's House, and sign out your child(ren) with a staff person.

Elementary II and Middle School

Please enter campus at the Upper Campus driveway, and bear right at the fork at the soccer field, following the driveway down to the World Languages classroom. Please walk into World Languages and sign out your child(ren) with a staff person.