



## Extended Day Program 2009-2010

Please read the policies and procedures for Extended Day carefully. If you have any questions please contact Lisa Scott at [lisa.scott@scottholdings.net](mailto:lisa.scott@scottholdings.net).

### Registration Form

In order to participate in this program, you must have an Extended Day Program Registration Form on file in the school office. The staff needs this information in order to care for your child(ren).

### Monthly Commitment Form

In order to guarantee a place in Extended Day for any given day or time, it is necessary to complete a Monthly Commitment Form and return it to the school office or the Extended Day personnel the last week of the month prior to the month for which you are signing up. (For example, if you are signing up for September, the sheet must be turned in the last week of August.) This is a **commitment**. These are the hours for which you will be charged, even if your child does not use Extended Day on the times indicated. Even if you don't use this time, the place is reserved for your student and no other student can take it. Check your calendar carefully and sign up only for the hours you know you will need. A monthly commitment is also necessary so that staff and supplies can be prepared accordingly.

### Drop In Registration

It is possible to participate in the program on a drop-in basis if there is space available. You must sign up before the end of the school day, and *you may not sign up more than 24 hours in advance* in the Issaquah school office. Regardless of use, you will be charged the drop-in rate at the end of the month. If your child goes to Extended Care without having been signed up, you will be charged the afternoon unscheduled use rate.

### Rates and Fees

The following table contains the rate schedule for Extended Day. Rates have not changed from last year. Rates are figured for use/per child (not per family). Billing cut off date is the 20<sup>th</sup> of each month, so that Extended Day charges can be added to your tuition statement by the last day of the month. (Each "month" of use on your tuition statement will include the last 10 days of the previous month plus the first 20 days of the current month.) The charging period for Afternoon Extended Day begins at 3:30 pm for all students. Minimum daily charge is 30 minutes (so if your child is in Extended Day for only 10 minutes, you will still be charged for the 30 minute minimum in your rate). Rate periods will be rounded up to the nearest 15 minute (so if your child is in Extended Day for 2 hours and 10 minutes, you will be charged for 2 hours and 15 minutes or 2.25 hours)

#### Usage Fees

<b>1 – 15 hours per month</b>	<b>\$4.50 per hour</b>
<b>16 – 30 hours per month</b>	<b>\$4.25 per hour</b>
<b>31 – 60 hours per month</b>	<b>\$4.00 per hour</b>
<b>61 hours or more per month</b>	<b>\$3.75 per hour</b>
<b>Drop-in Rate</b>	<b>\$5.00 per hour</b>
<b>Late fee (after 6pm)</b>	<b>\$1.00 per minute</b>
<b>Afternoon non-scheduled use</b>	<b>\$5.00 per 15 minutes</b>