

# EXTENDED SESSION INFORMATION

## Fee Schedule

Morning Session (7-7:45 am) is for students on campus before 7:45 a.m. Fees are \$3/day (or \$12/week).

Extended Session (3-5:30 pm) is for students on campus after dismissal. Fees are \$7/day (or \$30/week).

**NOTE:** After 5:30 pm, charges are \$3 for the first 5 minutes; then \$1 for each additional minute until the child is picked up. Our clock is official time.

**Sign In/Sign Out** - It is school policy that a parent or guardian must sign in (mornings) and sign out (afternoons) every day. This may take a few extra minutes, but it is for the safety of all students that we have a log of student admission and dismissal. Once a child is "checked in" to our care, they are not allowed to leave until signed out by a parent/guardian. All people who have permission to pick up your child must be listed below. Contact numbers must be accurate and updated as needed.

**Discipline** - School rules apply and will be enforced in Extended Session.

**Snacks** - Students will want a snack after school, so please provide an extra snack for them to have when they come to extended care.

**Homework** - We are happy to help with homework. There is an appointed homework time. We use the honor system, if a child says that have no homework, we do not pursue it. You may want to discuss with your child the importance of being honest in the situation.

**Parent/Guardian, please initial as understanding this information \_\_\_\_\_**

## Registration Form

Child's name \_\_\_\_\_ Grade \_\_\_\_\_ Allergies \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Cell \_\_\_\_\_ Home phone \_\_\_\_\_

Mother's Employer \_\_\_\_\_ Work phone \_\_\_\_\_

Father/ Guardian (local) \_\_\_\_\_ Cell \_\_\_\_\_ Home phone \_\_\_\_\_

Father's Employer \_\_\_\_\_ Work phone \_\_\_\_\_

List ALL adults allowed to sign your child out of Extended Care: (and phone numbers)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ cell \_\_\_\_\_ home phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ cell \_\_\_\_\_ home phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ cell \_\_\_\_\_ home phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ cell \_\_\_\_\_ home phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ cell \_\_\_\_\_ home phone \_\_\_\_\_

**You must contact the Academy office if anyone not on this list is coming to get your child.**

You are responsible for all fees incurred in Morning Session and Afterschool Session and will be billed accordingly.

Signed \_\_\_\_\_ Date \_\_\_\_\_