

**EXTENDED DAY  
REGULAR ATTENDANCE ENROLLMENT FORM 2024-25**

**USE THIS FORM ONLY IF YOU PLAN TO ENROLL AS A "REGULAR" PARTICIPANT.**  
You will be contracted for your preferred days and invoiced in advance of the month.  
Please review attached policies for further information.

Please see attached for important information regarding program rates, policies and guidelines.

Family Last Name: \_\_\_\_\_

Child(ren)'s Name: \_\_\_\_\_

CLASS:  Twos     MWF 3s     MWF Mixed Age     5-Day Mixed Age     PM Pre-K

Days each week:     M     T     W     Th     F

Schedule per day<sup>1</sup>:     **HALF DAY** (12:00 – 4:00)     **PM** (3:30 – 4:00 )

**BILLING**

Extended Day fees are due in advance, by the first of each month. Drop-ins are billed per day and are posted to the next regular monthly statement.

*My signature below indicates my understanding of, and agreement with, the rates, policies and guidelines outlined in the attached. My \$250 deposit is attached. I understand this deposit is **non-refundable** and will be applied against my September/October charges.*

Parent/Guardian Name (please print): \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

<sup>1</sup> TPP reserves the right to adjust the days and/or hours of availability as needed and will provide a minimum of two weeks notice of schedule changes.

TRINITY PRESBYTERIAN PRESCHOOL

**Extended Day Rates, Policies and Guidelines  
2024-25**

Extended Day is offered<sup>2</sup> on regular school days; Monday through Friday until 4:00. You may sign up as a “regular” for as many days as you need, or your child may drop-in, space permitting, on any day. Extended Day offers a relaxed extension to the school day, taking advantage of our playground and Courtyard Classroom spaces. During this time, children have the opportunity to explore various Learning Centers including Art, Dramatic Play, Manipulatives & Fine Motor, Outdoor & Gross Motor, Science, Construction & Building, and Language Arts, The child to staff ratio is up to 8:1.

**Rates listed are per day.** A 10% sibling discount is applied to second child, when both are enrolled as regulars.

	<b>HALF DAY</b> <u>12:00 – 4:00</u>	<b>PM</b> <u>3:30 – 4:00</u>
<b>Monthly Regular:</b>	Daily Rate	Daily Rate
4-day	\$42	\$13
3-day	\$44	\$15
2-day	\$48	\$17
1-day	\$50	\$19
<b>Drop-In:</b>	\$60	\$20

Students enrolled in our MWF and 5-Day Mixed Age classes will be billed a flat monthly rate for “full day” enrollment:

- MWF \$500
- 5 Day Mixed Age \$800

**Who can attend Extended Day?**

Extended Day is available to students in all our classes. Students may participate as “Regulars” or “Drop-Ins”, any day of the week regardless of their class schedule;

- As a “**regular**”, you pay in advance for a secured roster spot on specific day(s) each week.
- As a “**drop-in**”, you contact the office (email or phone) to request the day(s) you would like your child to stay. This can be as late as right before Extended Day begins.

**How far in advance can I schedule a Drop-In?**

You may schedule drop-ins as far in advance as you'd like, however if another family wishes to add their child as a Regular, and your child is signed up for the last available space, we will give you two weeks notice and honor any drop-in dates you have during those two weeks.

**Can my child stay for a shorter time?**

Yes, you can pick up your child at any time however, you will not receive a rate deduction.

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<sup>2</sup> TPP reserves the right to adjust the days and/or hours of availability as needed and will provide a minimum of two weeks notice of schedule changes.

**What happens if I'm late for pick-up?**

A late fee of \$1 per minute will be charged, per child. If you are habitually late, your child may be dismissed from the Extended Day program.

**What is the child to teacher ratio?**

Up to 8:1

**As a regular, can I trade the regular day I am enrolled for another day?**

We are unable to accommodate trade days for the days in which Extended Day is open and your child does not attend.

**What about holidays that fall on my regular day?**

Since school is not open on holidays, Extended Day will be closed as well. You will only be charged for days in which school and therefore Extended Day, is open.

**What if I want to withdraw or change my child's Extended Day plan?**

We require two weeks notice for changes or withdrawal for a child enrolled as a "regular". Please submit your request in writing directly to the preschool office.

**What if my child is sick or absent?**

Please contact the office as soon as you know your child will not be attending Extended Day. We do not offer a refund if a child is unable to attend due to illness or other absence.

**What if I sign my child up as a drop-in, and then don't use the day?**

Please contact the office as soon as you know your child will not be attending. We often have others waiting for a spot. **If your child is a no-show, and you did not contact the office to cancel, you will be charged a \$25 cancellation fee.**

**As a Regular, can I also drop-in on other days if needed?**

Yes, provided there is availability. You will be charged the drop-in rate.

**Is there a Waitlist?** Enrollment as a Regular

We maintain a waitlist for families who want to enroll as a "regular" on a day that is full. Parents/Guardians will be notified when a spot opens up. Please contact the office to be placed on a waitlist.

 Sign up as a Drop-In

If the day you prefer is full with Regulars, we will add your child(ren) to a waitlist. Openings may be dependent upon absences, so while we are happy to waitlist your child for a given day, we may not know if we have an opening until the actual day arrives. Children are waitlisted on a first come, first served basis. Parents/Guardians will be notified as soon as we are aware of our enrollment status. For either option, please contact the office if you would like your child(ren) added to a waitlist.