

**EXTENDED DAY**  
**REGULAR ATTENDANCE ENROLLMENT FORM 2018-19**  
For children three years old and older

**USE THIS FORM ONLY IF YOU PLAN TO ENROLL AS A "REGULAR" PARTICIPANT.**

Your child may drop in or become a "regular" at any time during the year, space permitting.

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

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

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

CLASS:    \_\_\_ TTH / FLEX3s    \_\_\_ MWF 3s    \_\_\_ MWF Pre-K    \_\_\_ PM Pre-K  
  \_\_\_ AM2s\*\*    \_\_\_ PM2s\*\*    \*\*must be three years old

Days each week:   \_\_\_ M           \_\_\_ W           \_\_\_ F

Schedule per day<sup>1</sup>:   \_\_\_ HALF DAY (12:00 – 4:00)           \_\_\_ PM (3:15 – 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.*

\_\_\_\_\_  
Parent 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 & GUIDELINES  
2018-19**

Extended Day is currently offered<sup>2</sup> on regular school days; Mondays, Wednesdays, and Fridays 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.

**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>3:15 – 4:00</u>
<b>Monthly Regular:</b>	Daily Rate	Daily Rate
3-day	\$38	n/a
2-day	\$42	\$12
1-day	\$44	\$14
<b>Drop-In:</b>	\$52	\$16

**POLICIES AND GUIDELINES**

Extended Day is held in the Courtyard Classrooms area. Children have the opportunity to participate in circle times, craft activities, outside play, music, free choice, and quiet time (naps if the child chooses), all under the supervision of fully qualified staff. Children are welcome to attend Extended Day any time space permits, including days on which they do not have class.

**Who can attend Extended Day?**

Extended Day is available for currently enrolled children three years old and older. Children may participate as "Regulars" or "Drop-ins";

- As a **"regular"**, you pay in advance to secure a spot for your child on specific day(s) each week.
- As a **"drop-in"**, you check with the office for availability on the day(s) you would like your child to stay. This can be as late as right before Extended Day begins. We have sign up sheets in the office for you to sign your child up, or you may call the office.

**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.

**When is the program available?**

The program is currently offered Monday, Wednesday and Friday, when school is in session. Extended Day starts immediately after class and will end at 4:00 pm. Our schedule is dependent upon demand. Trinity reserves the right to adjust the days and/or hours of availability as needed.

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Extended Day is closed during school holidays.

**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.

**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 Extended Day.

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

Up to 6:1

**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 Extended Day is open.

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

We require two weeks notice for changes or cancellations for a child enrolled as a "regular". Please contact the 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.**

**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 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 won't know if we have an opening until the actual day arrives. Children are waitlisted on a first come, first served basis. Parents 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.