

HOLY SPIRIT SCHOOL EXTENDED DAY PROGRAM 2016/2017

The Extended Day program at Holy Spirit School provides high quality child care administered by a caring staff before and after school. The program is available for students in PreK through eighth grade. The Extended Day program opens at 7am, closes at 7:45 when the students go outside for supervised arrival, reopens when school is dismissed and closes at 6pm.

Each child that uses the Extended Day program must register. All completed forms, and a registration fee of \$25.00 are required for completed registration. Even if your child only plans to use Extended Day occasionally he/she must be registered. If an emergency arises and your child is sent to Extended Day because you have not arrived at dismissal, your registration fee will be assessed with the first invoice.

Payment Options:

OPTION A Monthly Billing

Parents/guardian will be billed on the 15th of the month and due on the first for their family's use of extended day. Currently, payments may be mailed, dropped in to the office or put in the drop slot at the office. **Payments will not be taken by the Extended Day personnel.**

Rates for Option A

Registration Fee per child \$25

One child Rate \$6.25 per hour or fraction of hour

Second child Rate \$5.00 per hour or fraction of hour

Third child Rate \$4.00 per hour or fraction of hour

Fourth child Rate \$3.00 per hour or fraction of hour

You will be charged the full hourly rate for any portion of an hour used.

OPTION B Equal Payment Program

This plan provides coverage for all days when extended day is open, including early dismissal days, for one monthly fee. The fees are divided over 9 months, therefore fees are the same every month regardless of the number of program days in each month.

Parents are asked to commit to the equal payment program until January 1, 2017. After January 1st, if you would like to convert to monthly billing program you should send a written letter to the school bookkeeper including the child's name, and your contact information.

Fees for this program are based on the days of service and not on attendance. No refunds or credits will be given for any reason due to absences or non-attendance.

Fees for extended day monthly program will be added to your monthly Smart tuition statement and paid in the same way you pay tuition.

Payments received past the due date will incur a late fee assessed by Smart tuition.

Registration Fee \$25.00 per child

Afternoon Only					
Assessed with tuition for	Valid for	Fee for one child	Fee for two children	Fee for three children	Fee for four children
September	August/September	\$312.00	\$520.00	\$728.00	\$832.00
October	October	\$312.00	\$520.00	\$728.00	\$832.00
November	November	\$312.00	\$520.00	\$728.00	\$832.00
December	December	\$312.00	\$520.00	\$728.00	\$832.00
January	January	\$312.00	\$520.00	\$728.00	\$832.00
February	February	\$312.00	\$520.00	\$728.00	\$832.00
March	March	\$312.00	\$520.00	\$728.00	\$832.00
April	April	\$312.00	\$520.00	\$728.00	\$832.00
May	May/June	\$312.00	\$520.00	\$728.00	\$832.00
Yearly Fee		\$2808.00	\$4680.00	\$6552.00	\$7488.00

Morning Only					
Pay by	Valid for	Fee for one child	Fee for two children	Fee for three children	Fee for four children
September	August/September	\$112.00	\$200.00	\$280.00	\$320.00
October	October	\$112.00	\$200.00	\$280.00	\$320.00
November	November	\$112.00	\$200.00	\$280.00	\$320.00
December	December	\$112.00	\$200.00	\$280.00	\$320.00
January	January	\$112.00	\$200.00	\$280.00	\$320.00
February	February	\$112.00	\$200.00	\$280.00	\$320.00
March	March	\$112.00	\$200.00	\$280.00	\$320.00
April	April	\$112.00	\$200.00	\$280.00	\$320.00
May	May/June	\$112.00	\$200.00	\$280.00	\$320.00
Yearly Fee		\$1008.00	\$1800.00	\$2520.00	\$2880.00

Morning and Afternoon					
Pay by	Valid for	Fee for one child	Fee for two children	Fee for three children	Fee for four children
September	August/September	\$424.00	\$720.00	\$1008.00	\$1152.00
October	October	\$424.00	\$720.00	\$1008.00	\$1152.00
November	November	\$424.00	\$720.00	\$1008.00	\$1152.00
December	December	\$424.00	\$720.00	\$1008.00	\$1152.00
January	January	\$424.00	\$720.00	\$1008.00	\$1152.00
February	February	\$424.00	\$720.00	\$1008.00	\$1152.00
March	March	\$424.00	\$720.00	\$1008.00	\$1152.00
April	April	\$424.00	\$720.00	\$1008.00	\$1152.00
May	May/June	\$424.00	\$720.00	\$1008.00	\$1152.00
Yearly Fee		\$3816.00	\$6480.00	\$9072.00	\$10,368.00

Late Pick Up

All families who do not pick up children from Extended Day care by 6pm will be charged a fee. The cost will be \$1.00 per child per minute after 6pm. If a family is late in excess of three times, the family will be asked to make other arrangements for their children.