

HOLY TRINITY EXTENDED DAY

REGISTRATION/EMERGENCY INFORMATION – 2018-2019

REGISTRATION FEES: \$40/per child. This is non-refundable

_____ Current school or preschool family

Complete a separate form for each child – Your registration is not considered for enrollment until all information is completed and the registration fee is submitted

PLEASE REGISTER THIS CHILD FOR: _____ Summer Session 2018 _____ School year 2018/19

_____ Date of birth: _____
last first middle

Address: _____ City: _____ Zip: _____ Home phone: () _____

Mother/Guardian: _____ Home phone: () _____ Father/Guardian: _____ Home phone: () _____

Employer: _____ Day/work phone: () _____ Employer: _____ Day/work phone: () _____

Cell: () _____ Cell: () _____

Physician: _____ Primary clinic: _____ Phone: () _____

Dentist: _____ phone: () _____ Do you have a hospital preference?: _____

HEALTH CONCERNS & Rx: _____

It is assumed that both parents are authorized to pick up. It is expected that you will call if someone else is picking up.

WE NEED TO HAVE AT LEAST ONE PERSON LISTED IN THIS SECTION IN CASE THERE IS AN EMERGENCY AND BOTH PARENTS CANNOT BE REACHED

Please list additional authorized persons who may pick up your child from Extended Day:

Name Relationship to child PHONE NUMBER(S) TO BE REACHED DURING EXTENDED DAY HOURS (w/ area code)

Name Relationship to child PHONE NUMBER(S) TO BE REACHED DURING EXTENDED DAY HOURS (w/ area code)

PERSONS NOT AUTHORIZED TO PICK UP YOUR CHILD: _____

Date _____ Time _____ \$40 ck.# _____

**HOLY TRINITY EXTENDED DAY
PARENT/GUARDIAN AGREEMENT 2018-2019**

CHILD'S NAME: _____

SUMMER CALENDARS: A three-month calendar is due May 30, 2018, if your child will attend Summer Session 2018. The schedule that you indicate on this calendar is firm. You will be charged for this schedule regardless of whether your child actually attends all of the days, and regardless of the reason for absence.

LATE CALENDARS: During the school year, calendars are placed by sign in/out each month on or before the 15th. Calendars are due by the date listed on the top of the calendar. Please see the Handbook for a list of specific due dates for this year.

ALL NON-SCHOOL DAYS: At least 10 children must sign up to attend non-school days, in order for Extended Day to be open that day. **IF YOU SIGN UP FOR CARE ON A NON-SCHOOL DAY, YOU WILL BE BILLED FOR THAT DAY REGARDLESS OF WHETHER YOUR CHILD ACTUALLY ATTENDS, AND REGARDLESS OF THE REASON FOR ABSENCE.** You are not billed for non-school days if Extended Day closes.

ABSENCE NOTICE – SCHOOL YEAR: If your child will not be coming to Extended Day on a scheduled day, we must be notified. Please let us know by placing a note in the mailbox, with a phone call, or via email. If you give 24 hours notice, you will not be charged for that day (calling the night before is sufficient). You will not be charged if your child is absent for two or more school days because of illness. Please also inform your child's teacher of changes in Extended Day schedules. Also see the late cancellation policy below.

LATE CANCELLATION: If notice of afternoon absence is not received before 2:30, the fee will be **added of \$2.00** for that session. *If a child is not accounted for by 3:00pm the SSP Police will be called.*

LATE PICK-UP: You will be charged a late pick up fee if you arrive to pick up your child(ren) after 6:00pm. This fee is \$5/family/10 minute block of time (6:01-6:10=\$5, 6:11-6:20=\$10, etc.) This fee is used to pay overtime to staff for working after 6:00pm.

PAST DUE ACCOUNTS: Payment in full is due 30 days from the invoice date. A late fee of \$5 will be assessed on the month-end statement, for any accounts that are 30+ days past due (60+ days past invoice date). A first warning letter will be sent when an account becomes 30+ days past due (60+ days past invoice date). If a response is not received and the account becomes 60+ days past due (90+ days after invoice date), another warning letter will be sent. This second warning letter will inform parents that if no response is received within 14 days, the balance will be transferred to their school tuition account. At this point they will be dropped from the Extended Day program until payment or arrangements are made with the school tuition account. This past due balance on the tuition account may jeopardize continued enrollment in the school. Your Extended Day registration will only be considered for enrollment if your account is current (0-30 days past invoice date).

NON-SUFFICIENT FUNDS: A charge of \$20 will be added to your Extended Day bill for any checks returned because of non-sufficient funds.

In signing the following, I attest that I have read, understand, and accept the listed policies. I acknowledge that the listed action will be taken in these situations.

I agree to pay all fees billed as a result of these specific policies as well as others not listed here, but included in the Extended Day Handbook. I attest that I have read, understand, and accept all policies stated in the Extended Day Handbook.

Parent/Guardian Signature

Date