

## **ST. CLARE OF MONTEFALCO EXTENDED DAY PROGRAM**

**Location:** First floor of the Sweeney Center. Entry doors on the Charlevoix side of building.

**Hours of Operation:** Extended Day opens before school, starting at 6:45 am and remains open after school until 6:00 pm. Late fees will be applied starting at 6:01 pm. The Extended Day Program is open when the main school is open, Monday through Friday. If the school is closed or canceled for any reason (holiday or snow day) the program will be closed also.

**Half Days:** Use of Extended Day on half days **MUST BE PREARRANGED**. A sign up sheet will be provided prior to each half day. We are limited to 18 children per room. There must be 48 hours notice of cancellation; if not there will be a service fee of \$15.00 per child for no show or no contact.

**End of the Year:** When 8th graders and kindergarten end their school year they will also end their Extended Day Program. Extended Day for Grades 1-7 will end on the last day of school.

**See next page for Rates and Fees**

Revised 3-0

## **ST. CLARE OF MONTEFALCO EXTENDED DAY RATES AND FEES**

Registration Fee (annual, non-refundable)

\$75.00 for single child family.

\$100.00 for two or more children

Extended Day Rates	One Child	Two or more children
Based on One Hour Units	\$4.50	\$4.00

### **Full Day Schedule**

6:45 am to 8:01 am – 1 unit

3:20 pm to 4:00 pm – 1 unit

4:01 pm to 5:00 pm – 1 unit

5:01 pm to 6:00 pm – 1 unit

6:01 pm late fee will be applied

### **Half Day Schedule – Sign up mandatory**

11:35 am to 1:00 pm – 1 unit

1:01 pm to 2:00 pm – 1 unit

2:01 pm to 3:00 pm – 1 unit

3:01 pm to 4:00 pm – 1 unit

4:01 pm to 5:00 pm – 1 unit

5:01 pm to 6:00 pm – 1 unit

6:01 pm late fee will be applied

### **Additional Fees**

\$15.00 Late pick up (after 6:01 pm)

\$15.00 Late fee for each additional 15-minute interval

\$10.00 Late payments

\$35.00 Returned check fee (NSF)

**Billing:** Bills are sent home with the oldest child. Failure to pay the bill within two weeks of the posting date will result in consequences beyond the late fee, such as: exclusion from the program and/or withholding report cards and records at the end of the year.

**Payments are to be sent to the Main School Office only.**

**Cash, check or money orders (payable to St. Clare of Montefalco Extended Day) will be accepted. For more information please call 313-647-5100 between 8 AM - 4 PM**

**For more information please call (313) 647-5100 between 8:00 am – 4:00 pm.**

Form on next page.

Revised 3-09

# ST. CLARE OF MONTEFALCO EXTENDED DAY PROGRAM

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mothers Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fathers Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Child's Name	Date of Birth	Grade in Fall

**Please include a check or money order (made payable to St. Clare Extended Day) for the Registration Fee.**

(An emergency card & health form for EACH child and a family contract are required before you may use the program.)