

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 6:45am and remains open after school until 6:00pm. Late fees will be applied starting at 6:01pm.

The extended day program is open when the main school is open, Monday thru 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 25 children per room.

End of the Year: On May 30th 2008 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 June 6th 2008.

See p. 2-3

Revised 1/08

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

Registration Fee (annual, non-refundable)
\$100.00 per family

Extended Day Rates Based on One Hour Units	One Child \$4:00	Two or more children \$3.50
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Full Day Schedule

6:45 am to 8:00 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) Subject to change

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 of the child/ren's report card or academic record.

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 8:00 am – 4:00 pm.

Revised 1-08

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 \$100.00 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.)

Revised 1/08