

2011 - 2012 Extended Care Contract

Notre Dame Academy Elementary will be offering an Extended Care Program this year. In order to run this program effectively we need a commitment from you that you will sign a contract to send your children to extended care, follow the procedures, and make the required payments.

Extended Care Begins September 7, 2011

Times: 3:30 – 6:00 p.m. Monday – Thursday
1:00 - 6:00 p.m. Friday

There will be no Extended Care on the following days:

- ❖ November 23rd (Last day before Thanksgiving break)
- ❖ December 16th (Last day before Christmas break)
- ❖ April 5th (Last day before Easter break)
- ❖ June 20th (Last day of school)

Schedule – The schedule will include:

1. Snack time
2. Homework time with homework assistance
3. Play time
4. Organized activities

Cost - \$5.00/hour per child. Billing will be in half-hour increments with a five-minute grace period.

There will be a \$25.00 registration fee, which will be charged after the first use of Extended Care.

\$1.00 per minute if your child is not picked up by 6:00 p.m. Frequent tardiness in picking up your child/ren will be grounds for terminating your participation in this program.

If your child is not picked up from school by 3:30 p.m. or by 10 minutes after the end of an after-school activity, (i.e. Choir, Sports), your child will be taken to Extended Care.

Parents will be billed every two weeks.

Any child whose parent fails to meet the tuition or Extended Care payment obligations on time will be dismissed from the Extended Care program.

Discipline:

All school rules and procedures apply to the Extended Care program. Failure of a student to obey the rules and discipline requirements of Notre Dame Academy Elementary will result in the dismissal of the child/ren from the program.

Coming prepared:

Students must come prepared for Extended Care. They must bring homework, paper, and anything else they need to complete their homework assignments.

Check-In and Check-Out:

All students will be signed in by the Extended Care teacher immediately after the gates close. Students must be signed out to leave Extended Care. Students may only be signed out by a person listed on this page. No student may leave Extended Care alone.

The undersigned parents/ guardians agree to pay for damages caused by their children, and shall hold harmless Notre Dame Academy Elementary and all of their agents, employees, consultants, (volunteer) from any loss or liability.

The names and grades of the child/ren who are to be included in the program here at Notre Dame Academy Elementary:

1. _____ Gr. _____\$5.00/hr.
Please list all allergies, including food and medication: _____

2. _____ Gr. _____\$5.00/hr.
Please list all allergies, including food and medication: _____

3. _____ Gr. _____\$5.00/hr.
Please list all allergies, including food and medication: _____

Authorized adults to pick up children from Extended Care:

<u>Name:</u>	<u>Relationship</u>	<u>Phone #:</u>	<u>Cell phone #:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I/We agree to all of the above terms:

_____	_____	_____	_____
Parent/ Guardian	Date	Parent/ Guardian	Date
_____	_____	_____	
Home phone	Work phone	Cell phone	