

Community of Saints School Year Extended Day Policies

Please keep these policies on hand to refer to when questions arise.

A. Basic Rates and Payment Policies

1. All fees are based on blocked billing.
2. Extended Day is open from 6:30 a.m. to 8:30 a.m. and 3:00-6:00 p.m. Monday through Friday.
3. You will be charged the blocked billing rates for which you register your child.

Rates are as follows:

- **Morning: \$8.00/morning**
- **Afternoon: \$12.00/afternoon**
- **Morning/Afternoon Package: \$15.00/day**
- **Drop-In Day: \$15.00/day**
- **Non-School Day: \$30.00/day (\$40.00 if late sign up)**

4. Contracted hours will be billed as follows:
Extended Day will be billed monthly.
5. Monthly payments are due by 3:00 p.m. on or before the 25th day of care for the month. payment is not received by 3:00 p.m. on the due date, you may be assessed a late fee of \$10.00.
6. Any check returned to us unpaid (ie: NSF, account closed, etc...) will be assessed a \$30.00 fee and the total amount due including this fee must be paid within 5 days of notification. After 2 returned payments, personal checks will no longer be accepted and future payments must be received in certified funds (ie: money order, cashier's check, etc...).
7. Cash payments will not be accepted.
8. If you are unable to pay your tuition as agreed upon, please talk to the Director of Extended Day. Under special circumstances, we will accept a reasonable payment arrangement. The approval of such a payment is at the discretion of the Director of Extended Day and/or the Principal of Community of Saints.
9. You will be billed for the days/weeks that you register your child. There will not be any refunds if your child is absent on any of the days for which he/she was registered.
10. Accounts with continuous non-payment may be referred to an outside collection agency.
11. Accounts with continuous non-payment may result in the termination of care for your child.

B. Overtime Rates and Policies

1. Parents must inform Community of Saints of any additional care required outside of contracted hours. Failure to do so may result in a \$10.00 penalty, plus the regular weekly or monthly charge. If additional care is required on a consistent basis, you may be asked to change your contract. Drop-in days will be charged \$15.00/drop-in.
2. ***Our program closes promptly.*** Closing penalty fees will be begin immediately. \$5.00 for the first 15 minutes, or any portion thereof, and \$1.00 for each additional minute shall be paid directly to the staff member(s) on duty. This fee is to be paid immediately to the staff

member(s) upon your arrival at Community of Saints. Failure to pay this fee within 24 hours may result in a termination of your contract.

3. There is no credit given for late arrival or early pick-up from extended day.

C. Holidays and Absences

1. Extended Day offers care on non-school days and some holiday breaks. Extended Day will be closed on Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Easter Monday, Memorial Day, and July 4th.
2. Extended Day has the right to close the program if there are not enough kids signed up on any given non-school day or holiday that care is offered. Parents will have a week's notice if the program will not be open.
3. Our program will be closed just prior to the start of the summer and the fall programs to allow for staff training, room cleaning, and possibly one or two other days throughout the year. Exact dates will be announced and posted at least 2 weeks prior to the closing date.
4. Community of Saints extended day reserves the right to close occasionally throughout the year as determined necessary by the Director of Extended Day in cooperation with the Director of Education. You will not be charged on these occasional closings due to weather, etc.
5. You must inform the Director if your child will not be at extended day (ie: sickness, dr. appointment, etc...). Regular payment is due regardless of occasional absences that your child is registered for.

D. Contract Changes and Extended Day Information

1. Termination of extended day requires a two week written notice. You may be charged if there is not a sufficient notice given.
2. We reserve the right to terminate the enrollment of any child by giving a one week written notice.
3. It is your responsibility to make sure the information on your child's emergency card is up-to-date. If at any time we discover the numbers on an emergency card are no longer valid, we will request updated information within 24 hours. If a new emergency card is not provided within 24 hours, your child may not return to our preschool until a new card is submitted to the Director and approves your child's re-enrollment.