



EXTENDED DAY PROGRAM

Hours of Operation: Regular School Days
7:30am-8:00am & 3:30pm-4:30pm

Service Fee: * \$10.00 per hour
\$ 2.50 per quarter hour or portion of quarter hour
* \$ 5.00 per quarter hour or portion of quarter hour after 5:00pm

Location of Program: Library (Main school building)
All grade levels

Procedures:

1. Any student arriving before 8:00am or staying on school premises after 3:30, unless in a supervised school-sponsored program, will be placed in Extended Day Program. **(MS/HS students included)**
2. **Parent must sign their ES and MS children in for morning Extended Day Program and sign their ES and MS children out in the afternoon.** High school children can sign themselves in and out.
3. Program Supervisor will monitor students activities suited for location of the program.
4. The gym is off-limits unless special permission is granted by the Program Supervisor.

Billing:

1. Extended Day Program fees will be invoiced through FACTS on a monthly basis and will be due on the date indicated.
2. The late fee will be \$10.00 (30 days late) and \$20.00 (60 days late).
3. Non-payment after 60 days will result in termination of services.

Please call, fax or email the information below to the school.

Phone: 301-663-8418 Email: bstone@newlifecs.org Fax: 301-698-1583

I plan to use *Extended Day Program* for this school year: _____

| <u>Names of Children</u> | <u>Grade</u> | <u>Hours</u> | <u>Days of Service (Circle Days)</u> | | | | |
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