

EXTENDED DAY CONTRACT

2019-2020

By signing this Extended Day Contract for the 2019-2020 academic year, we agree to the terms and to accept and abide by the rules of Holy Trinity Episcopal Day School.

Contract is due August 16, 2019

(Make check of appropriate payment payable to HTEDS.)

Child's Name: _____

Grade/Class: _____ Plan # Chosen: _____

Payment Plan: (Please check one.)

_____ Pay in full with return of contract

_____ Pay in 2 installments; 1/2 with return of contract, 1/2 Feb. 1, 2020
automatically withdrawn by FACTS

_____ I choose not to be enrolled on a contract and to be billed at the
Drop in rate

Parent Signature: _____

MORNING PROGRAM:

Our morning program begins at 7:00 AM and ends at 8:15 AM. Children are welcome to come at any time after 7:00 AM. There is an initial time of "waking up" for our early birds, a time for collecting thoughts, or just sitting and sharing something of interest. "Quiet" games, structured crafts, and last *minute homework assignments occupy the children as they arrive.*

AFTERNOON PROGRAM:

Our afternoon program format is as follows:

- Attendance taken.
- Snack served.
- Homework or "quiet time".
- Free time (indoor and outdoor play).
- Structured program (games, crafts)

HOLY TRINITY EPISCOPAL DAY SCHOOL

Extended Day Program

KINDERGARTEN-FOURTH GRADE



Holy Trinity Extended Day is offered to families with children enrolled in our First through Fourth grade. Our program is designed to be convenient and helpful to our parents, and fun for our young children.

PLANS: (Price reflects full-year payment)

Plans		5 Days
AM & PM	1	\$2,995
AM Only	2	\$950
PM Only	3	\$2,250

DROP-IN:

If you do not select a contract and use extended day, you will be charged based on your usage. The drop-in rate for this service is \$6.50 per hour and is billed in 1/2 hour increments.

HOURS OF OPERATION: (Monday through Friday)

Morning - 7:00 - 8:15 AM

Afternoon - 3:10 - 6:00 PM

Extended Day is available only on regularly scheduled school days. There is no Extended Day on the afternoons prior to Thanksgiving, Christmas, Easter, and the last day of school, during vacation periods, or other "No Class" days. (Please consult school calendar). On days when school opens two hours late due to poor weather, Extended Day will begin two hours late at 9:00 AM. There will be **NO** Extended Day in the PM when school closes early for inclement weather, nor when PG County Schools cancel after-school activities.

In the event of an **Emergency Early Dismissal**, parents will receive a 20 minute grace period after the dismissal time, regardless of whether the parent was informed or not informed. After 20 minutes, the parent will be charged \$5 for every 15 minutes. If the time goes past 1 hour, the parent will then be charged \$2 per minute until the child is picked up. It is important to make arrangements in advance for a designated person to pick up your child in the event of an emergency if you are unable to get here in a timely manner.

SIGNING OUT: - (Morning and Afternoon Programs)

All families in the morning MUST sign their child in on a daily basis on the designated sheet.

All families in the afternoon MUST sign their child out a daily basis on the designated sheet.

Failure to sign your child in or out will result in the maximum Drop-in rate of \$13.00 for AM and \$19.50 for PM, whether you are or not on a contract.

LATE PICKUPS:

In order to discourage late pick-ups, there is an additional fee of **\$2.00 for every minute after 6:00 PM** (4:00 PM on half days). No staff member may waive the late charge for any reason.

If you need to contact the Extended Day Staff before 8:00 AM, please call:
301-262-5355 ex. **116** Lower School Campus
301-464-3215 ext. **207** Daisy Lane Campus

BILLING:

All Drop-In and any additional charges will be billed monthly and are due upon receipt of invoice. Payments not received in full within three weeks of the invoice date will be considered "past due." Students with past due amounts on their account will not be permitted to return to school until the account is brought current.

All contract changes need to be sent in writing to the Business Office prior to January 17, 2020. Changes to Extended Day contracts can only be made effective on January 17, 2020. No refunds will be issued for changes made to Extended Day contracts.

For questions about dates or times that were billed, please contact the on-site extended day Director. If you feel your bill is incorrect you must contact the Business Office within 30 days of the billing date or invoice amounts will not be changed.