

HLCC PRESCHOOL - EXTENDED CARE AGREEMENT

Child's Name: _____ DOB: ____/____/____

Parent's Name (printed): _____

Cost

- \$6.00 per hour, billed in full hour increments.
Full after care from 3 - 5:30 p.m. is \$15 per day.

AM (Preschool & Pre-K)	Monday	Tuesday	Wednesday	Thursday	Friday
7 - 9 a.m. (2 Hours, \$12)					
8 - 9 a.m. (1 Hour, \$6)					

PM (Pre-K Only)	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 5 :30 p.m. (2.5 Hours, \$15)					
3 - 5 p.m. (2 Hours, \$12)					
3 - 4 p.m. (1 Hour, \$6)					

Meals & Snacks

- Before care students arriving by 8 a.m. must pack a healthy breakfast (in addition to a snack and lunch for the school day).
- All after care students will need TWO snacks packed for the day (in addition to lunch, as well as breakfast if attending before care).

Billing

- Students registered for extended care will have their full year of fees calculated, divided according to the number of tuition payments remaining, and added to each tuition invoice (discuss alternate arrangements with bookkeeper).
- Standard HLCC payment and withdrawal (30-day notice) policies will apply. Sibling and pay in full (cash or check) discounts are available for after-care services. Church activity rebate is not available for extended care services at this time.
- If school is cancelled, after-care is also cancelled. Credit for days closed will be applied to the oldest open invoice, or held on account for the next issued invoice.

Pickup & Late Pickup Fees

- After a 5-minute grace period the family will be charged for the next hour of care at \$6 per hour (no discount rate).
- If a parent arrives when the door is locked, they must wait for staff to become available to unlock the door. This is for safety of the students and to maintain proper staff/student ratios in accordance with ODJFS policies.
- Late pickups after 5:30 p.m. follow standard HLCC late pick up

Parent/Guardian Signature: _____

Date: ____/____/____