



Extended Day Program 2023/2024 Service Contract

Extended Day services will begin on Tuesday, September 5, 2023.

All registration and medical forms must be submitted to attend.

Full Time Before Care	Full Time After Care	Full Time Before & After Care	Drop- In Rate -daily-
First Student: \$110	First Student: \$220	First Student: \$330	First Student AC: \$30
Second Student: \$60	Second Student: \$120	Second Student: \$180	Second Student AC: \$15
Third+ Student: \$35	Third+ Student: \$70	Third+ Student: \$105	Before Care: \$10

Before care is available from 7:15 a.m.- 7:50 a.m.

After care is available from dismissal to 5:45 p.m.

Please list below the students that will be enrolling in the Before & After School Program, grade, and specify which program (**BCAC** - Full Time Before & After School Care, **BC** - Full Time Before School Care, **AC** - Full Time After School Care or **D**- Drop-In). (**Please Print**):

Student Name	Grade	Program- BCAC/BC/AC/D

Aftercare Policies

Please review and sign to agree to the policies of the Extended Day Program.

Billing

- A FACTS account is required to use the program, however payments can be sent via check to MBS.
- Extended Day invoices will be billed monthly through FACTS account on 1st of each month and are due by end of month. A late charge of \$25.00 will be added to invoices more than 30 days late. Failure to make timely payments may result in denial of participation in the Before & After School Program until account is brought current.
- Drop-in students will be invoiced on FACTS by the 5th of each month for drop-ins used the month prior and are due within 10 days of invoice.
- Any student picked up later than 5:45 p.m. will incur a \$1/minute late pickup fee. This will be applied to the monthly invoice on FACTS.



Schedule

- In the event of a school delay, before care will operate according to the delay schedule. For example, if school is delayed 2 hours, before care will begin at 9:15 a.m.
- In the event of an early dismissal due to weather, etc. there will be no aftercare available all students must be picked up as soon as possible.
- For early dismissals, please refer to the school calendar handout or website for aftercare hours of operation.

Program Procedures

- Each day, students will be provided with outside play time (weather permitting), homework time and planned activities. Children are responsible for making sure they have their homework assignments. **Parents are reminded that they should check and review all homework.**
- Students will be provided with a snack at 3:15 p.m. If students are hungry immediately following dismissal, they may eat a snack from their lunchbox.
- Students must always be signed in/out by a parent, with the time of arrival/departure listed.
- Before care students are to be signed in at the front of the school and will remain in the cafeteria for before care until 7:50 a.m.
- Aftercare students are to be picked up at the Pre-K doors or playground. Please ring the doorbell at the Pre-K entrance upon arrival and an aftercare staff member will assist you with pickup.

Use of Cell Phones/ Personal Devices

- Per the MBS Student Handbook, students are prohibited from using their personal devices or cell phones while in the extended day program. If a student needs a device for homework, they may use the school Chromebook with teacher permission.

Conduct and Discipline

- MBS is committed to providing a safe and positive environment for children. To ensure this, children and parents are expected to immediately report any personal offenses or threatening situations to the Coordinator, Mrs. Bunting. Extended Care are will follow all policies established in the MBS Student Handbook.

I agree to the terms of the Extended Day Program and assure you that payments will be timely based on the payment schedule.

Parent Signature

Date

