

# Pre-K Extended Day Program Guidelines

1. Please be sure to send a note to Mrs. O'Toole, Mrs. McFadden or Mrs. Moreau stating the day(s) your child will be attending Extended Day prior to his/her attendance.
2. Be sure to fill out a Permission Form and submit with the appropriate fee **before** you use the program so an account can be established in your child's name.
3. The children are given a small snack at Extended Day. If you wish them to have an additional snack, please pack an extra snack from home. If they are here through lunch time, please pack a suitable lunch.
4. Extended Day hours are 8:00 AM to 5:30 PM. It is very important that every child is picked up no later than 5:30 PM. Late fees will be charged accordingly.
5. The payment plan requires that pre-payment is made. Submit the fee with the Permission Form. Additional payments should be made according to use.
6. Children will only be released to those whose names appear on the permission forms. Any changes must be given to us in writing.
7. The fee schedule is as follows:

**\$7 per child per hour**

Late fee (for pick-up after 5:30 PM)...\$5.00 per every 5 minutes

(Please note that if a child has not been picked up by 5:15 PM, **we** must use the information on the Permission Forms to contact a designated person to pick up your child.)