

## **2008-2009 EXTENDED CARE PROGRAM INFORMATION**

Sandy Spring Friends School offers an extended care program that consists of before- and after-school care. The extended care program is designed as a service for families who need daily child care and have enrolled their children by the **June 1<sup>st</sup>** deadline. *Forms will be processed on a first come first served basis and once our capacity is reached, applications will be returned and your child will be waitlisted for the program.* Of course, any parent who is conferencing with a teacher or volunteering to help the school may leave a child in extended care at no charge by informing the provider prior to the time of use.

Before-school care begins at 7:30 a.m. **STUDENTS ARRIVING BEFORE 7:30 A.M. ARE UNSUPERVISED AND PLAY AT THEIR OWN RISK.**

After-school care extends from dismissal until 6:00 p.m. daily. Students may be registered for the 5-day a week program or for partial week use only on certain days of the week, e.g. every Tuesday and Thursday. Any student not picked up by 3:30 p.m. is escorted to the after-school program, and parents are charged at the emergency use rate. This emergency care is intended to provide peace of mind to parents when the unexpected happens. ***It is not designed as a drop-in service.*** Our facilities and staffing are limited. Therefore, only those students enrolled by the June 1<sup>st</sup> deadline or in an emergency situation will be served.

The rates for extended care per student are as follows:

Daily before-school care, 7:30 to 8:00 a.m.	\$ 970 per year
Daily after-school care until 6:00 p.m.	\$ 3000 per year
Daily before AND after-school care	\$ 3500 per year
Regular partial week after-school care	\$ 660 x the number of days per week selected
Emergency use, before and after school	\$ 21 per hour or part of hour
After 6:00 p.m. (late pick-up fee)	\$ 16 per quarter hour

In order to reserve your space, half of the yearly fee is required with your completed registration form by June 1<sup>st</sup> to the Lower School Office. The balance will be due by 2/1/09.

If you are interested in using the extended care program, **return the form below with payment for the first semester by June 1<sup>st</sup>** to the Lower School office. We assume that your needs for extended care are the same for both semesters, unless we are otherwise notified. Charges for the second semester will be included with your second semester tuition bill. In the event that your plans change, you must cancel your extended care reservation **by July 31<sup>st</sup>** to be guaranteed a refund.

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### **2008-2009 EXTENDED CARE PROGRAM APPLICATION FORM**

I would like to reserve space in the extended care program for my child as follows:

<input type="checkbox"/> Daily before-school care, 7:30 - 8:00 a.m.	(\$970 full year)	\$485 due 6/1/08 and 2/1/09
<input type="checkbox"/> Daily after-school care, dismissal - 6:00 p.m.	(\$3000 full year)	\$1500 due 6/1/08 and 2/1/09
<input type="checkbox"/> Daily before <b>AND</b> after-school care	(\$3500 full year)	\$1750 due 6/1/08 and 2/1/09
<input type="checkbox"/> Regular partial week after-school care	(\$660/per day, full year)	\$330 x the number of days per week selected, due 6/1/08 and 2/1/09

My child will need **after-care** only on Mondays Tuesdays Wednesdays Thursdays Fridays

My child will need **before-care** only on Mondays Tuesdays Wednesdays Thursdays Fridays

**Please return this form to the Lower School office with the appropriate payment by June 1<sup>st</sup>, 2008.**

\_\_\_\_\_  
Student's name

\_\_\_\_\_  
Grade in September, 2008

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date