

THE NEW SCHOOL OF LANCASTER
Extended Care Services Request
Elementary and Middle School Students

Please register my child, _____, in The New School of Lancaster's Extended Care Program.

Yearly Contract

August 31, 2011 through 8:30 AM June 6, 2012* (* before school care only)

This schedule is for those families who will be using the same schedule each week for an entire year. One contract revision is allowed during the school year. (The second chart on this page is to reserve space for your elementary child on a regular basis, but does not require a full year's commitment.)

Child's Weekly Schedule

I understand that I am guaranteed only the hours specified below, and that I am responsible to pay for these hours, even if I do not use them. Any non-contract hours or any part of an hour must be scheduled and will be billed monthly using the \$7.50/hour drop-in rate.

Block	Circle Days	#of Days/Week	X	\$/day/yr	=	Yearly Cost	Monthly Cost
Before School 7:30-8:30	M T W TH F		X		=		
Afternoon One 3:00-4:30 or	M T W TH F		X		=		
Afternoon Two 3:00-6:00	M T W TH F		X		=		
Customized Hours	M T W TH F		X		=		
				Total			

I will pay for my child's extended care: _____ in one payment due October 3, 2011 – *(If paid in full by October 3, 2011 You will receive a refund of 5% in November)*

_____ in 2 equal payments due October 3, 2011 and February 1, 2012

_____ in 9 equal payments due monthly October 3, 2011 through June 1, 2012

Monthly Reservation Contract

Available August 31, 2011 through 8:30 AM June 6, 2012* (*before school care only)

This schedule is to reserve space for your elementary child on a regular basis, but may be adjusted each month. It does not require a full year's commitment. (The first chart is for those families who will be using the same schedule each week for an entire year.)

Block	Circle Days	Cost/day reserved in each month	Customized Hours
Before School 7:30-8:30	M T W TH F	\$6.50	XXXXXX
Afternoon One 3:00-4:30 or	M T W TH F	\$9.75	XXXXXX
Afternoon Two 3:00-6:00	M T W TH F	\$19.50	XXXXXX
Customized Hours	M T W TH F	\$6.50/hr.	

Child's Weekly Schedule

The cost per month may change. For example, if you sign up for Thursday before-school block, you will pay \$6.50 each Thursday school is in session. The monthly charges will be billed starting in September with an October 3 due date. May and June will be billed together in May with a June 1 due date.

My responsibility for this contract is on a month-to-month basis. I will complete a **form** each month that I receive with my monthly invoice. This month-to-month contract will be on-going unless I notify the school in writing of a change by the 25th day of the preceding month. Any non-contract hours or any part of an hour must be scheduled and will be billed monthly using the \$7.50/hour drop-in rate. I understand that I am guaranteed only the hours specified above, and that **I am responsible to pay for these hours, even if I do not use them.**

SEE REVERSE SIDE TO INITIAL AND SIGN CONTRACT AGREEMENT

DEADLINE: July 29, 2011

(Space guaranteed only if this deadline is met.)

This contract will not be honored without completed, current and updated Health Assessment and Emergency Contact forms on file at the school. The Dept. of Public Welfare regulates our license to run Extended Care. Please complete these forms.

EXTENDED CARE CONTRACT AGREEMENT (CONTINUED)

Please read and initial each item listed below.

- _____ 1. I understand that my child will not be allowed in extended care if I have not completed my child's Emergency Contact Form and Health Assessment Form.
- _____ 2. The days that you have contracted for are the days your child will be scheduled to attend.
- _____ 3. You are only guaranteed the hours specified on the schedule on the reverse side of this contract. You are responsible to pay for those hours even if you do not use them. Any non-contract hours must be scheduled and will be billed monthly using the \$7.50/hour drop-in rate.
- _____ 4. Late Pick-Up: Please call the school to notify us if you cannot arrive at the school by your scheduled pick-up time. You will be billed in half hour increments at the drop-in rate beginning with the first minute. Late pick-up after 6:00 P.M.: Extended Care closes at 6:00 P.M. Arrival after 6:00 P.M. will be charged at \$2.00 per minute based on the school clock.
- _____ 5. The Yearly Contract allows for one contract revision during the school year. A registration change form that can be obtained from the business office must be completed. Any additional changes can be made for a \$25.00 change fee.
- _____ 6. Failure to make payment as scheduled may result in the withdrawal of your child from the program.
- _____ 7. The New School of Lancaster reserves the right to cancel this contract if its Extended Care Program is discontinued for any reason or if problems with your child's behavior in the program arise and cannot be resolved through discussions between parent/teacher or parent/administrator.
- _____ 8. On contracted extended care services, a 5% discount will be given to each additional child enrolled from the same family.

I have read, understand and accept each of the above terms of The New School of Lancaster's Extended Care contract. The school will not honor this contract without completed, current Child Health Assessment and Emergency Contact forms on file at the school. The Dept. of Public Welfare regulates our license to run Extended Care. Please complete these forms.

Date

Parent/Guardian

Accepted Date

Director of Extended Care

DEADLINE: July 29, 2011
(Space guaranteed only if this deadline is met.)