

# Liberty Classical Academy

## Extended Day Program 2018-2019

Dear Parents,

To ease your busy schedules, we are happy to inform you that Liberty Classical Academy provides before and after-school childcare for those of you who are in need. Childcare is available for **all students through 5<sup>th</sup> grade\*** before school, from 7:30am – 7:50am (at which time the doors to classroom hallways are opened), and after the school day ends until 5:30pm. We will also offer Kindergarten Extension Monday–Friday from 12:00pm – 3:10pm so that Kindergarteners may finish their day at the same time as the rest of the school.

*\*Students in Grades 6-8 may wait quietly for pickup after 3:30 at the front of the building (by the couches). If they are found not where they are supposed to be or are goofing off, causing trouble, etc., they will be sent to Aftercare and the parents will be invoiced.*

### Billing:

- Before-school Care is charged as a single \$2.50 unit; any children in grades K-5 present in the school building before 7:50am will be billed for \$2.50, whether or not a parent signs them in.
- After-school Care: Aftercare charges begin at 3:30 and are billed in half-hour increments; any K-5 children not picked up by 3:30pm will be signed into Aftercare with a half-hour minimum charge.
- Kindergarten Extension (12pm – 3:10pm) is billed as a single Afternoon unit; any child not picked up by noon will be signed into Kindergarten Extension and billed for the afternoon.

**Contracts:** Families are asked to fill out an Extended Day Contract if they plan to have their child(ren) attending Extended Day on a regular basis; the Contract entitles you to a lower billing rate, and helps us plan adequate staffing.

- Aftercare: The contracted hours (up to 10/week) may be used any day after school (3:30-5:30pm), but cannot be transferred from one week to another.
- Kindergarten: The specific afternoons must be chosen in the contract on p. 2 (e.g., Mon.-Thurs.).
- Each family will be obligated to pay for contracted time **regardless** of whether or not the student attends Extended Day in a week.

**Drop-In:** We also provide drop-in care for those of you who may need to use it on a last-minute basis, at a higher billing rate.

### Rates per Student:

Kindergarten Extension Afternoons:	\$13.50/day Contract	\$16.50/day Drop-In
After-School Care until 5:30pm:	\$5.50/hour Contract	\$6.50/hour Drop-In

Should you be late picking up your child(ren), a Late Fee of \$10/half-hour per child will be added after 5:30pm Monday-Friday. Charges will be assessed a late fee of 5% per month if an invoice is unpaid past 30 days.

On Page 2 you will find an Extended Day Contract; please fill out and return to the Liberty Classical office. A contract can **only** be filled out at the beginning of each semester. Should extenuating circumstances arise, amendments to the Extended Day Contract must be submitted to the office along with a letter of explanation and approved by the Director of Finance. **You will be responsible for payment of your contracted hours, whether or not your child has used them, until an amendment or cancellation is received and acknowledged by the school.** Liberty Classical reserves the right to revoke the privilege of Extended Day, if payments are not made on time.

Thank you,  
Deb Jacobs, Extended Day Coordinator



## Extended Day Contract 2017-2018

Name of Child : \_\_\_\_\_ Grade \_\_\_\_\_

### **Aftercare:**

**Number of Contracted hours in Aftercare Each Week:** \_\_\_\_\_

(Maximum of 10. Must be whole- or half-hour increments.)

- Aftercare is from 3:30pm to 5:30pm on weekdays when school is in session.
- Families who contract for full-time Aftercare (10 hours/week, 3:30-5:30 M-F) will qualify for a 10% discount each billing period, given their account is in good financial standing.
- Families who contract for up to 10 hours of Aftercare will receive a discount of any contracted hours that exceed possible use in a week. (e.g., if Liberty Classical is in session Monday through Wednesday only, a family with a contract for 10 hours/week will only be billed for 6 hours that week.)
- Any use of Aftercare beyond Contracted weekly hours will be billed at the Drop-In rate.

### **Kindergarten:**

**Select the specific days you would like to contract for Kindergarten afternoons.**

- Monday**  
 **Tuesday**  
 **Wednesday**  
 **Thursday**  
 **Friday**

- Kindergarten Extension begins at 12:00pm and ends at 3:10pm (same time as Grades 1-12).
- Family will be responsible to pay for specific contracted days whether or not child attends.
- Family will not be charged for days when Liberty Classical is not in session.
- Any use of Kindergarten Extension beyond Contract will be billed at the Drop-In rate.

Extended Day charges are billed in 4-week cycles beginning in September. All billing is electronic. Families will receive an invoice through email from the Finance Department, and charges will be added to family's FACTS account.

*\*Please keep a copy of Page 1 for your records\**

**I have read and understand this contract, and I understand that I will be responsible for payment of the above hours of care requested, regardless of whether my child is in attendance on that given day (for Kindergarten) or week (for Aftercare). By signing I am agreeing to the terms on Page 1.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director Signature

\_\_\_\_\_  
Date

*\*Liberty Classical office will return a copy of countersigned contract to you for your records\**