

# Liberty Classical Academy

## Cubbies Extended Day Program 2018-2019

Dear Preschool Parents,

To ease your busy schedules, we are pleased to offer a Preschool Extended Day care program known as Cubbies from **September 10<sup>th</sup> to May 17<sup>th</sup>**, providing childcare before and after Preschool on Monday through Friday from 7:30am – 5:30pm. Cubbies is available **only** to those students that are enrolled in the Liberty Classical Academy Preschool program.

Families are asked to fill out an Extended Day Contract if they plan to have their Preschool child(ren) regularly attend Cubbies. Contracts are approved on a first come, first serve basis until we reach capacity. Each family will be obligated to pay for contracted hours **regardless of whether or not the student attends Extended Day for that given time.** Contracted hours are charged at \$4.75/hour per Preschool child and are billed in half-hour increments. (You will **not** be charged for Cubbies during Preschool hours, only the time before and after Preschool.)

Drop-in care is also available **if arranged in advance** at the rate of \$5.75/hour. We can only accommodate a limited number of children, so you must verify that there is space on the day you wish to use drop-in care. Advance notice of 24 hours is greatly appreciated. Additionally, please be sure to send a lunch with your child if they plan to stay through lunch.

On Page 2 you will find an Extended Day Contract; please indicate which times you will need care provided each day. Charges will be assessed a late fee of 5% per month if an invoice is unpaid past 30 days.

A new contract can **only** be filled out at the beginning of second semester. Should extenuating circumstances arise, other amendments to the Extended Day Contract must be submitted to, and approved by, the Extended Day Coordinator. LCA reserves the right to revoke the privilege of Extended Day, if payments are not made on time.

Thank you,

Deb Jacobe  
Extended Day Coordinator  
djacob@libertyclassicalacademy.org



# Extended Day Contract 2018-2019 September 10<sup>th</sup> – May 17<sup>th</sup>

Name of Child: \_\_\_\_\_ Age \_\_\_\_\_

**Please indicate the hours you wish to contract each day.** You may drop off as early as 7:30 AM and your child may stay as late as 5:30 PM. Our staff will ensure that your child is escorted to/from preschool at 9:00 AM and back at 11:30 AM, on their preschool day.

*We will not charge for Cubbies during your child's preschool hours from 9:00 – 11:30 am.*

### **Monday**

Drop off: \_\_\_\_\_

Pick up: \_\_\_\_\_

### **Wednesday**

Drop off: \_\_\_\_\_

Pick up: \_\_\_\_\_

### **Friday**

Drop off: \_\_\_\_\_

Pick up: \_\_\_\_\_

### **Tuesday**

Drop off: \_\_\_\_\_

Pick up: \_\_\_\_\_

### **Thursday**

Drop off: \_\_\_\_\_

Pick up: \_\_\_\_\_

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. By signing I am agreeing to the terms on Page 1.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extended Day Coordinator Signature

\_\_\_\_\_  
Date

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