



## Liberty Classical Academy Extended Day Program 2020-2021

Dear Parents,

To ease your busy schedules, Liberty provides before and after-school care when needed. Childcare is available for **all students through 5<sup>th</sup> grade\*** before school, from 7:30–7:50am (at which time the doors to classroom hallways are opened), and after school, until 5:30pm. We also offer Kindergarten Extension Monday–Friday from 12:00–3:15pm 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). Disruptive behavior will result in being sent to Aftercare and parents will be billed.*

### **Rates per Student:**

Kindergarten Extension (12:00-3:15)	\$5.00/hour Contract	\$6.00/hour Drop-In
After-School Care (3:35-5:30)	\$5.00/hour Contract	\$6.00/hour Drop-In

### **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 \$2.50, whether or not a parent signs them in.
- Kindergarten Extension (12:00–3:15pm) is billed in 15 minute increments. Any child not picked up by noon will be signed into Kindergarten Extension with a 15 minute minimum charge.
- After-school Care: Aftercare charges begin at 3:35 and are billed in 15 minute increments. Any K-5 children not picked up by 3:35pm will be signed into Aftercare with a 15 minute minimum charge.
- If you're late picking up your child(ren), a 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.
- We reserve the right to revoke the use of Extended Day, if payments are not made on time.

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

- Kindergarten: The specific afternoons and times must be chosen on the contract on page 2.
- Aftercare: The specific afternoons and times must be chosen on the contract on page 2.

**Drop-In:** We provide drop-in care as needed, on a last-minute basis, at a higher billing rate.

On Page 2 is the Extended Day Contract. Please complete and return to Liberty's main 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, and approved by, the Extended Day Coordinator. **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.**

Thank you,  
Marie Whitehead - Director of Finance



# Extended Day Contract 2020-2021

Name of Child \_\_\_\_\_

Grade \_\_\_\_\_

## **Kindergarten:**

**Select the specific days and times you would like to contract for Kindergarten afternoons.** (Offered from 12:00-3:15. Must be in 15 minute increments.)

- |   |                 |                |
|---|-----------------|----------------|
| <input type="checkbox"/> <b>Monday</b>    | Drop off: _____ | Pick up: _____ |
| <input type="checkbox"/> <b>Tuesday</b>   | Drop off: _____ | Pick up: _____ |
| <input type="checkbox"/> <b>Wednesday</b> | Drop off: _____ | Pick up: _____ |
| <input type="checkbox"/> <b>Thursday</b>  | Drop off: _____ | Pick up: _____ |
| <input type="checkbox"/> <b>Friday</b>    | Drop off: _____ | Pick up: _____ |

- Family will be responsible to pay for specific contracted days whether or not a child attends.
- Family will not be charged for days when Liberty Classical Academy is not in session.
- Any use of Kindergarten Extension beyond Contract will be billed at the Drop-In rate.

## **Aftercare:**

**Select the specific days and times you would like to contract for Aftercare.** (Offered from 3:35-5:30. Must be in 15 minute increments.)

- |   |                 |                |
|---|-----------------|----------------|
| <input type="checkbox"/> <b>Monday</b>    | Drop off: _____ | Pick up: _____ |
| <input type="checkbox"/> <b>Tuesday</b>   | Drop off: _____ | Pick up: _____ |
| <input type="checkbox"/> <b>Wednesday</b> | Drop off: _____ | Pick up: _____ |
| <input type="checkbox"/> <b>Thursday</b>  | Drop off: _____ | Pick up: _____ |
| <input type="checkbox"/> <b>Friday</b>    | Drop off: _____ | Pick up: _____ |

- Family will be responsible to pay for specific contracted hours whether or not a child attends.
- Family will not be charged for days when Liberty Classical Academy is not in session.
- Any use of Aftercare beyond Contracted weekly hours will be billed at the Drop-In rate.

Extended Day charges are billed in 4-week cycles beginning in September. All billing is electronic 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\**