

TO BE COMPLETED ONLY IF MAKING STANDING RESERVATIONS-  
Prepaid Punch Cards will be available for occasional use.

## TRINITY CHURCH DAY SCHOOL

### CONTRACTED EXTENDED DAY ENROLLMENT AGREEMENT

I wish to enroll my child, \_\_\_\_\_, in the Extended Day program at Trinity Church Day School. **I understand that I will be billed for contracted days whether my child attends or is absent.** Monthly bills will be distributed at the beginning of each month. Payment is due upon receipt of your monthly bill. One change to this contract is allowed per year.

**Note:** Extended Day Services begin on Tuesday, September 5, 2023 and will follow the Gradual Entrance Schedule. Below, please mark the date your child will begin their Extended Day Schedule.

\*Fours Enrichment doesn't begin until September 20, 2023 and there are multiple dates on the calendar when Enrichment is closed. If your child needs care from 12-3 when Enrichment is closed, please indicate that below.

**Start Date:** \_\_\_\_\_  check here if only needed when Fours Enrichment is closed

**Please circle the days and times below that your child will be contracted for Extended Day.**

<b>Monday</b>	7:30-9am	8-9am	12-1pm	12-3pm	12-5:30pm	3-5:30pm
<b>Tuesday</b>	7:30-9am	8-9am	12-1pm	12-3pm	12-5:30pm	3-5:30pm
<b>Wednesday</b>	7:30-9am	8-9am	12-1pm	12-3pm	12-5:30pm	3-5:30pm
<b>Thursday</b>	7:30-9am	8-9am	12-1pm	12-3pm	12-5:30pm	3-5:30pm
<b>Friday</b>	7:30-9am	8-9am	12-1pm	12-3pm	12-5:30pm	3-5:30pm

**Cost per Session:**

7:30 - 9:00 am	\$15.00 per day	
8:00 – 9:00 am	\$10.00 per day	
12:00 - 1:00 pm	\$10.00 per day	
12:00 - 3:00 pm	\$30.00 per day	
12:00 - 5:30 pm	\$50.00 per day	
3:00 - 5:30 pm	\$20.00 per day	*(Enrichment students only)

**Contract Discounts:**

3-4 days per week	10%
5 days per week	20%

TCDS will provide proper staffing and appropriate rest times. Family should provide rest materials, a nutritious, nut-free lunch, and an afternoon snack (if staying past 3 pm). TCDS will provide 2 % milk as needed. Children must be picked up promptly at the contracted hour. Children left after the 3:00 pm pick up time by 15 minutes or more will be charged until the next hour. Children left *beyond* the 5:30 pm pick up time will be charged \$5.00 for lateness up to 15 minutes and \$5.00 for every additional five minutes or part thereof. A 5% late charge will be assessed on unpaid balances. Children may not attend the program if payments are not current. Notify the school office if there are special circumstances.

\_\_\_\_\_  
Date  
Revised 6/2023

\_\_\_\_\_  
Signature of Parent or Guardian