Pre-Paid Punch Card Order Form

Pre-paid punch cards are available for families who plan to use Extended Day on an occasional basis. In order to utilize this option, families MUST purchase a punch card before signing their child up for Extended Day. Please enclose payment for the first card (check made payable to Trinity Church Day School or cash).

Terms:

- A child must be signed up at least 24 hours in advance of when Extended Day services are needed.
- Reservations may be cancelled before 9 am on the day of service at no cost; however, any reservations cancelled after 9 am on the day of service will still be charged.
- If an emergency occurs and your child must stay in Extended Day last minute, including days when a caregiver is running more than 5 minutes late at pick up, the family will be billed by the half hour ($5) until the child can be picked up. If last-minute reservations occur regularly, an additional fee may be assessed based on the situation.
- When 5 hours remain on the pre-paid punch card, an invoice will be sent home to purchase another card. A child may not stay in Extended Day if there is no time left on the card.
- The cost of all unused hours remaining at the end of the year will be reimbursed to the family before June 30.
- Please note: Due to limited availability, Morning Care is often not open for occasional use. The school population will be notified in Friday Updates if Morning Care is closed for occasional use.

Which pre-paid Punch Card would you like to purchase?

☐ 20 hours (reg. $200.00) Discounted 5% — $190

☐ 32 hours (reg. $320.00) Discounted 10% — $288

Student's Name: _____ Date: _____

Parent Signature: _____

Payment type: Check Cash Amount:_____