# 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 the occasional use, 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 ($6) until the child can be picked up. If last-minute reservations occur regularly, an additional fee may be assessed based on the situation.
- When 3 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.
- 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.
- The cost is $120 per 10 hour block.
- New: All unused hours as of May 22, 2025 will be forfeited. No refunds will be given.

Please indicate the quantity of 10 hour punch cards that you would like purchase: _____

Student's Name: _____ Date: _____

Parent Signature: _____

Payment type: Check Cash Amount:_____