



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 and will cover charges for the upcoming month, with the exception of September which will be billed by the end of the month. Credits for school closures will be applied to the following month's bill. 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 8, 2026 and will follow the Gradual Entrance Schedule. Below, please indicate the date your child will begin their Extended Day Schedule.

*Fours Enrichment doesn't begin until September 23, 2026 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.

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

Cost per Session:	7:30 - 9:00 am	\$18.00 per day	
	8:00 - 9:00 am	\$12.00 per day	
	12:00 - 1:00 pm	\$12.00 per day	
	12:00 - 3:00 pm	\$36.00 per day	
	12:00 - 5:30 pm	\$60.00 per day	
	3:00 - 5:30 pm	\$24.00 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 \$12.00 for lateness up to 15 minutes and \$5.00 for every additional five minutes or part thereof. Habitual lateness may result in termination of contract. A 5% late charge will be assessed on unpaid balances. Children may not attend the Extended Day program if payments are not current. Notify the school office if there are special circumstances.

Date

Signature of Parent or Guardian