

TBS EXTENDED DAY REGISTRATION FORM

Extended Day Program TBS is committed to offering a safe, fun and educational extension to our academic program. We provide after school hours and activities for students in academics as well as personal and social growth.

- We are committed to the safety and well-being of our students. Instructors will be diligent in the protection and safety of all students while on and off campus.
- Snacks are provided. In addition, rest, relaxation and recreational times are built into the daily schedule, as are additional coordinate programs that build self-esteem as well as team building.
- Our staff will continually emphasize the importance of personal respect. Through modeling and interpersonal relationships, teachers will create a safe and tolerant environment where all are accepted and respected.

All extended day invoices will be automatically drafted from your bank account beginning with the 17/18 school year. If you pay your tuition monthly, monthly extended day invoices will automatically be drafted from the same bank account on the same day as your tuition payment. Please complete an automatic draft authorization form with the account you would like drafted if you pay tuition on an annual or biannual basis. You will find this form on the TBS website at the bottom of the admissions checklist under the admissions tab. Please return the completed form to the Business Office, you will be billed at the end of the month for extended day attendance. The billing period covers the 16th through the 15th of the following month. For example, September 16th through October 15th will be billed at the end of October. Please contact the Business Office with questions about your bill.

Hours of Operation

Extended Day begins at dismissal and concludes no later than 6pm, depending on the Extended Day package agreed upon. There is a five-minute grace period, pick-up after the deemed times, according to the School's clocks, will result in a late fee of \$1.00 per minute.

Attendance: hours or monthly rates will be submitted to the Business Office on the 15th of each month. You may contact the Business Office with questions about your bill.

Registration: Extended Day registration forms can be found, online, at the front desk or in the Extended Day Room. All regular and drop-in students must have a registration form on file.

Please refer to the 2017-2018 TBS handbook to obtain a full copy of Extended Day's policies and procedures.

CHILD'S NAME _____

FIRST NAME: _____ LAST NAME _____

BEST AVAILABLE CONTACT PHONE _____ E-MAIL _____

EMERGENCY CONTACT NAME (different from parent/guardian above) _____

EMERGENCY CONTACT PHONE _____

PLEASE LIST ALL ADULTS THAT HAVE PERMISSION TO PICK UP YOUR CHILD _____

PLEASE LIST (IF ANY) THOSE ADULTS THAT DO NOT HAVE PERMISSION TO SIGN OUT AND PICK UP YOUR CHILD _____

DOES YOUR CHILD HAVE ANY ALLERGIES OR SPECIAL NEEDS THAT EXTENDED DAY NEEDS TO BE AWARE OF SO THAT WE MAY BETTER SERVE THEM. _____

PLEASE CHECK WHICH EXTENDED DAY MONTHLY OPTION IS BEST TO MEET YOUR NEEDS.

Please keep in mind we do not charge by the hour or prorate fees. A 30 day notice must be given in writing in order to withdraw from the program and billing cycle. A late fee of \$1.00 per minute will be charged to those picking up after their registered time. There are times during the school year that a billing period is only three weeks. Please be advised that you will still be charged the full monthly price to hold your child's registration in Extended Day.

- Extended Day 1: 3:00-5:00 \$140.00 FIRST CHILD
- Extended Day 1: 3:00-5:00 \$120.00 SECOND CHILD
- Extended Day 2: 3:00-6:00 \$205.00 FIRST CHILD
- Extended Day 2: 3:00-6:00 \$175.00 SECOND CHILD
- Drop-In Rate: \$25.00 per child (you will be billed monthly according to attendance)

PLEASE CHECK ALL THAT APPLY FOR EXTEND DAY EXTRA CARE OPTIONS.

These are one time only events not monthly. Please register 2 weeks prior to date needed to receive a \$20 to \$25 discount, after which late registration fees will be incurred. A minimum of 8 registrants are needed to hold any holiday care. If there are less than 8 you will be notified 1 week prior to the date or YOU WILL BE charged as proper staffing is needed.

****Please note if you sign up for Extended Day 2, early dismissal days are included in your monthly fees.****

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| <input type="checkbox"/> September 28 th : Teacher Workday-no classes-\$60 | <input type="checkbox"/> December 28 th : Holiday Break-\$60 |
| <input type="checkbox"/> October 27 th : Professional Development- no classes-\$60 | <input type="checkbox"/> December 29 th :Holiday Break- \$60 |
| <input type="checkbox"/> November 20 th : Half Day of school for student-led conferences-\$40 | <input type="checkbox"/> January 12 th : Teacher Work Day- \$60 |
| <input type="checkbox"/> November 21 st :Student-led conferences-\$60 | <input type="checkbox"/> March 2 nd : Student-led Conferences-\$60 |
| <input type="checkbox"/> November 22 nd :Thanksgiving Holiday-\$60 | <input type="checkbox"/> March 30 th : Optional Teacher Workday-\$60 |
| <input type="checkbox"/> November 24 th : Thanksgiving Holiday-\$60 | <input type="checkbox"/> April 2 nd : Spring Break- \$60 |
| <input type="checkbox"/> December 20 th :Holiday Break-\$60 | <input type="checkbox"/> April 3 rd :Spring Break- \$60 |
| <input type="checkbox"/> December 21 st : Holiday Break- \$60 | <input type="checkbox"/> April 4 th : Spring Break- \$60 |
| <input type="checkbox"/> December 22 nd : Holiday Break- \$60 | <input type="checkbox"/> April 5 th :Spring Break- \$60 |
| <input type="checkbox"/> December 26 th : Holiday Break- \$60 | <input type="checkbox"/> April 6 th : Spring Break-\$60 |
| <input type="checkbox"/> December 27 th :Holiday Break- \$60 | <input type="checkbox"/> April 7 th : Spring Break- \$60 |
| | <input type="checkbox"/> May 4 th : Grand-friends Day/May Day Early Dismissal- \$40 |
| | <input type="checkbox"/> May 29 th :Teacher Workday- \$60 |
| | <input type="checkbox"/> May 30 th : Teacher Workday- \$60 |

