



## **K-12 EXTENDED DAY PROGRAM**

**Hours of Operation:** Regular School Days  
7:00am-8:00am & 3:30pm-5:30pm

**Service Fee: \*** \$ 9.00 per hour  
 \$ 2.25 per quarter hour or portion of quarter hour  
 \* \$15.00 per quarter hour or portion of quarter hour after 5:30pm

**Location of Program:** Library (Main school building)  
All grade levels

**Procedures:**

1. Any student arriving before 8:00am or staying on school premises after 3:45, unless in a supervised school-sponsored program, will be placed in Extended Care. **(MS/HS students included)**
2. **Parent must sign their ES and MS children in for morning extended care and sign their ES and MS children out in the afternoon.** High school children can sign themselves in and out.
3. Program Supervisor will monitor students activities suited for location of the program.
4. The gym is off-limits unless special permission is granted by the Program Supervisor.

**Billing:**

1. Extended Care Program fees will be invoiced through FACTS on a monthly basis and will be due on the date indicated.
2. The late fee will be \$10.00 (30 days late) and \$20.00 (60 days late).
3. **Non-payment after 60 days will result in termination of services.**

**Please call, fax or email the information below to the school.**

**Phone: 301-663-8418      Email: [bstone@newlifecs.org](mailto:bstone@newlifecs.org)      Fax: 301-698-1583**

I plan to use *Extended Care Program* for this school year: \_\_\_\_\_

<u><b>Names of Children</b></u>	<u><b>Grade</b></u>	<u><b>Hours</b></u>	<u><b>Days of Service (Circle Days)</b></u>				
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