Extended Day & After Care Program

2017 – 2018

Monday – Friday (during school days)

Extended Day (Kinder Only) 12:30pm – 2:45pm

After Care 2:45pm – 5:30pm

**Activity Rhythms:**

**September - November**

Garden: Harvest & Bounty

Spirit: Community & Sense of Belonging

Cycle: Autumn

**December - March**

Garden: Preserving & life cycle

Spirit: Light from Within

Cycle: Winter

**April – June**

Garden: Planting & New Life

Spirit: Sprouting up, New beginnings

Cycle: Spring

[**Click Here**](http://www.syringamountainschool.org/after-school-care/) **more information on Extended and After Care Activities.**

**Our Extended Care Teacher: Mr. Keith Davis**

**Our After Care Teacher: Ms. Kelly Siemon**

Payment Schedule

2017 – 2018

\*all amounts are per student\*

|  |  |
| --- | --- |
| Extended Day Care (Kinder)  Due by the 20th of previous month  5x per week (12:30pm – 2:45pm) | $250/month |
| After School Care Program  Due by the 20th of previous month  5x per week (2:45pm – 5:30pm) | $250/month |
| Extended & After Care Package  Due by the 20th of previous month  5x per week, w/ lunch (12:30pm – 5:30pm) | $400/month |
| Drop-in Pre-Pay  Due by 10:00am day of registration | $20.00/day |
| Late Pick Up Fee  Pick up by 5:30pm or fee applies. More than three late pick ups and eligibility for program is reviewed. | $20.00/occurrence |
| Scholarship  Income Determination Form required. Charges based on sliding scale. | Based on eligibility |

\*All enrollments are pre-paid and child is not considered in program unless payment is made by the 20th of the prior month to service beginning.

Extended Day and After Care Programs

Parent Agreement

2017 – 2018

The Extended Day and After Care Programs follow all of Syringa Mountain School Policies and Procedures as outlined in the [Family Handbook](http://www.syringamountainschool.org/family-handbook/) and [Board Policies](http://www.syringamountainschool.org/bylaws-and-policies/). Please see the Family Handbook and Board Policies documents for all questions related to SMS Policies and Procedures.

The Extended Day and After Care Programs provide care during the school year on regularly scheduled school days. School holidays and vacations are not included as regularly scheduled operational days. Please see the [2017-2018 All School Calendar](http://www.syringamountainschool.org/calendar/) for planned school closures.

**All local Wood River Valley children are eligible and encouraged to join our Extended and After Care programs!**

**Agreements:**

A signed and completed contract must be on file in the school office prior to student attending program. **Parents are liable for the fee stated on their contract until a new one is filled out, signed, dated and returned to the office or written cancellation of their contract is received. Cancellations and changes are due by the 20th of each month and go into effect for the next payment due.**

Parents will be charged on a monthly basis on the 20th of each month. Invoices will reflect charges for the next month. School holiday weeks and no school days have already been pro-rated and amortized into the monthly amounts. Invoices will be e-mailed monthly. **No refunds will be given for days not attended due to illness, vacation, scheduling conflicts, etc.**

Children of families with outstanding balances from a prior Academic Year will not be eligible for enrollment in Extended Day or After Care for the 17-18 school year until payment is received. Reinstatement is based upon availability after payment is received.

Payment may be made by check, cash, or Credit Card or through our Online Store. Failure to pay by 20th of the prior month will forfeit your child’s spot. Recurring charge is available.

There will be a $25.00 fee for returned checks. A returned check will be re-deposited and subject to an additional $25.00 fee if it is returned the second time. After two incidents of a returned check, only certified funds will be accepted.

Children are to be picked up by 5:30. A $20.00 fee for late pick up is charged upon each incident. Continual late pick up may result in your child being ineligible for enrollment.

Snack: Children will need to bring a hearty snack for the afternoon.

Lunch: Lunch is included and provided to children in the Extended/After Care combination program.

Scholarships are available to those eligible.

Extended Day and After Care Programs

Parent Contract

2017 – 2018

Name of Child (One per Contract) Grade:

☐ Extended Day (Kinder only) ☐ After School Care

12:30pm – 2:45pm 2:45pm – 5:30pm

Name of Parent/Guardian:

E-Mail Address:

Phone Number (Cell):

Name of Parent/Guardian:

E-Mail Address:

Phone Number (Cell):

Authorizers for Pick Up (other than parent/guardian):

\*A person must be added as an authorized person to pick up in order for release of child.

Start Month: End Month:

Extended Day and After Care Programs

Parent Contract

2017 – 2018

***Payment Options:***

☐I will submit payment in full by cash/check/online by the 20th of each month prior to enrollment month.

☐ Please charge me monthly via Credit Card/PayPal. I agree to the 3% processing fee. (Cancellation must be received prior to the 20th of each month in order to avoid charge)

**I have read, reviewed, and agree to the terms above and as outlined in the Parent Agreement on the preceding pages. If any information I have provided changes, I will notify the SMS office immediately in writing.**

Signature: Date:

Signature: Date:

\*If opting for Credit Card or Recurring Payment options, you must complete the attached Credit Card Authorization Form.

Sign and complete the attached form to authorize Syringa Mountain School to make a monthly recurring charge to your credit card.

This is permission for a monthly transaction for Extended Care and/or After Care only, and does not provide authorization for any additional unrelated debits or credits to your account.

**Recurring Credit Card Payment Authorization Form**

Sign and complete this form to authorize Syringa Mountain School to make a monthly debit to your credit card listed below.

By signing this form, you give Syringa Mountain School permission to debit your account for the amount indicated on or after the indicated date. This is permission for a recurring transaction for Extended Care and/or After Care Program only, and does not provide authorization for any additional unrelated debits or credits to your account.

**Please complete the information below:**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ authorize Syringa Mountain School to charge my credit card

(full name)  
  
account indicated below for \_\_\_\_\_\_\_\_\_\_\_\_\_ on or after the 20th of each month. This payment is for

(amount) (date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(description of goods/services)

Billing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Account Type:  Visa  MasterCard  AMEX  Discover  Cardholder Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_ |

SIGNATURE DATE

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for monthly recurrence only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.