



## Preschool Extended Care Application

Child's Name \_\_\_\_\_ Preschool Class \_\_\_\_\_

Parents' Names \_\_\_\_\_ Phone Number \_\_\_\_\_

### Preschool Extended Care Policy and Procedure Agreement

Extended Care for the **2023-2024** school year will begin at the start of the school year and end on the last full day of school. Extended Care hours are 7:30 a.m. to 8:45 a.m. and 12:00 p.m. to 5:15p.m.

Pricing is based on the number of weeks school is in session for the school year. Billing is processed through Tuition Management and is billed in advance on a monthly basis. There are no refunds or credits. Once your child is enrolled in the extended care program for the year, his/her spot is guaranteed unless you fail to make your monthly Extended Care payment on time. If you no longer need the Extended Care service, you must send a written notification of cancellation to the Preschool Director ([kgalvin@bcsto.org](mailto:kgalvin@bcsto.org)) 30 days prior to the date that the service will no longer be used.

Students on campus for lunch must bring a packed lunch from home or be signed up for hot lunch. Lunch boxes should have students' names clearly labeled on the outside. Teachers are not permitted to microwave food for a child.

The preschool nap period is 1:30pm - 2:30pm. Please, no student pick ups during this time. We appreciate this time not being disturbed for our napping students.

Preschool families do not need to provide bedding for their children. BCS will provide a crib-size fitted sheet and blanket for each napper. The bedding is assigned to the student and they will use it throughout the year. The bedding will be laundered at the end of each week. (An \$8 laundry fee is included in the monthly fee.)

If your child does not get placed in our program, he/she will be placed on a waiting list and you will be notified if an opening occurs.

**Penalty Payment:** If your child is not picked up by their designated time, you will be charged \$20 for each late pick up.

**My signature below indicates that I have read and understand the policies for preschool Extended Care as stated above and that I acknowledge that this is not a guarantee for placement in Extended Care.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please select the plan you would like to enroll in by circling A, B, C, or D in the far left column.

PRESCHOOL EXTENDED CARE PLANS - <b>ONE DAY</b>		
PLAN	DESCRIPTION AND TIME FRAME	MONTHLY BILLING
A	EARLY CARE - 7:30-8:45 A.M.	\$20
B	LUNCH BUNCH - 12:00-1:30 P.M.	\$40
C	LUNCH BUNCH AND REST - 12:00-3:00 P.M.	\$68 (INCLUDES \$8 LAUNDRY FEE)
D	LUNCH BUNCH, REST AND AFTERNOON 12:00-5:15 P.M.	\$108 (INCLUDES \$8 LAUNDRY FEE)
<b>M</b> <b>T</b> <b>W</b> <b>TH</b> <b>F</b>		

(Please circle the one day you are requesting.)

PRESCHOOL EXTENDED CARE PLANS - <b>TWO DAY</b>		
PLAN	DESCRIPTION AND TIME FRAME	MONTHLY BILLING
A	EARLY CARE - 7:30-8:45 A.M.	\$40
B	LUNCH BUNCH - 12:00-1:30 P.M.	\$80
C	LUNCH BUNCH AND REST - 12:00-3:00 P.M.	\$128 (INCLUDES \$8 LAUNDRY FEE)
D	LUNCH BUNCH, REST AND AFTERNOON 12:00-5:15 P.M.	\$208 (INCLUDES \$8 LAUNDRY FEE)
<b>M</b> <b>T</b> <b>W</b> <b>TH</b> <b>F</b>		

(Please circle the two days you are requesting.)

PRESCHOOL EXTENDED CARE PLANS - <b>THREE DAY</b>		
PLAN	DESCRIPTION AND TIME FRAME	MONTHLY BILLING
A	EARLY CARE - 7:30-8:45 A.M.	\$60
B	LUNCH BUNCH - 12:00-1:30 P.M.	\$120
C	LUNCH BUNCH AND REST - 12:00-3:00 P.M.	\$188 (INCLUDES \$8 LAUNDRY FEE)
D	LUNCH BUNCH, REST AND AFTERNOON 12:00-5:15 P.M.	\$308 (INCLUDES \$8 LAUNDRY FEE)
<b>M</b> <b>T</b> <b>W</b> <b>TH</b> <b>F</b>		

(Please circle the three days you are requesting.)

PRESCHOOL EXTENDED CARE PLANS - <b>FIVE DAY</b>		
PLAN	DESCRIPTION AND TIME FRAME	MONTHLY BILLING
A	EARLY CARE - 7:30-8:45 A.M.	\$100
B	LUNCH BUNCH - 12:00-1:30 P.M.	\$200
C	LUNCH BUNCH AND REST - 12:00-3:00 P.M.	\$308 (INCLUDES \$8 LAUNDRY FEE)
D	LUNCH BUNCH, REST AND AFTERNOON 12:00-5:15 P.M.	\$508 (INCLUDES \$8 LAUNDRY FEE)