



To register for regular After School Care, please complete the following form in order that we may know when to expect your child. Please let the office know if your child will not be using care on one of their regular days, so that we may offer the space to another student. The number of students allowed in each program is determined by our licensing requirements, and is offered on a space available basis. We do not currently provide care on snow days, the last day of school, days off, or to students who have left campus for the day.

### Regular Use Registration

Please register my child \_\_\_\_\_, for the Three Cedars After School Care program for the following regular dates and times, beginning on date \_\_\_\_/\_\_\_\_/\_\_\_\_.

☐ I have enclosed a \$250 deposit in order to secure my child's space in the After School Care program.

#### Please specify your preferred days below:

- |   |  |       |       |       |       |       |
|---|--|-------|-------|-------|-------|-------|
| • Option a. Early Childhood \$28.50/day | <input type="checkbox"/> 12:30 – 2:15/3:15* p.m. | __Mon | __Tue | __Wed | __Thu | __Fri |
| • Option b. Early Childhood \$47.50/day | <input type="checkbox"/> 12:30 – 5:30 p.m.       | __Mon | __Tue | __Wed | __Thu | __Fri |
| • Option c. Elementary \$19/day         | <input type="checkbox"/> 2:30*/3:30 – 5:30 p.m.  | __Mon | __Tue | __Wed | __Thu | __Fri |

*\*Thursday early dismissal is 2:15 p.m.*

**Occasional "drop-in" use** - this form is not required for drop-in care. Reservations may be placed on a first-come, first-served basis by calling the office before 2:00 p.m. on the day you need care. Our Business Office will invoice families at the end of each month for Care services received during that month. The rate is \$12.50 per hour billed by the half-hour beginning at 12:30 p.m. or 2:30\*/3:30 p.m. Financial Aid and Sibling Discounts do not apply to drop-in After School Care.

**Fees** - A \$250 deposit is due at the time of registration in order to secure your child's space. Our Business Office will invoice families at the end of each month for Care services received during that month. After School Care fees are not prorated for unused hours.

**Late Pick-Up Fees** - We strongly recommend that you pick up your child on time. If you will be late, please call the office to advise us of your situation. Late pick-ups delay and inconvenience our staff, often requiring teachers and office personnel to miss meetings or appointments to provide emergency supervision. However, we understand that late pick-ups are sometimes unavoidable. In the event that students remain on campus after scheduled pick-up times, we will do the following:

- Grades students who remain on campus after regular pick-up time will be signed in to our After School Care program.
- Students remaining in After School Care beyond the regular pick-up time (5:30 p.m.) will remain with After School Care personnel or office staff. A late charge of \$10 per 10 minutes will be incurred.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

For office use only	
Check #/deposit amt.	
Date form received	
Date to start Care	