

## **WELCOME**

The Extended Day Program is a community service available to all Mason Elementary Students. The children enrolled are provided with closely supervised daily activities, which coincide with their age and grade level. Each group contains 15 to 30 students per teacher. Various activities are provided within the program. In addition, fee paid activities are available to enrich your child's afternoon.

## **REGISTRATION FEES- \$50.00 (per child) plus 1<sup>st</sup> and last week tuition**

New enrollments are required to pay a registration fee of \$50.00 plus the 1<sup>st</sup> and last week. This is a once a year fee and helps to provide materials necessary for activities within the Extended Day Program. The registration fee is required per student regardless of the program in which the child is enrolled. This once a year fee is not refundable if the parent decides not to enroll his/her child after payment is made. However, if the student is withdrawn from the program, he/she may reenroll (within the same school year) without paying the registration fee again.

## **HOURS OF OPERATION**

7am-8am Monday thru Friday

2pm-6pm on Monday, Tuesday, Thursday and Friday

1pm-6pm on Wednesday

## **LATE PICK UP CHARGES**

A charge of \$1.00 per minute, per child, will be charged for late pickup...NO EXCEPTIONS!!! After three late pickup offenses, your child's care privileges could be suspended. Do not jeopardize your family's care needs and avoid those late fees by being on time for pickup.

## **PAYMENT PROCEDURES**

All checks should be made payable to Mason Elementary. REMINDER: State law requires all fees paid in advance of service.

- 1. Weekly payments are due on Monday of each week.**
2. Payments should be placed in Afterschool Office when you pick up your child.
- 3. Late payment fees will be accessed at \$10.00 per week if payment is not made on Monday.**
4. DO NOT include payments for other activities in Extended Day payment.
- 5. If payment is not made by Wednesday of each week, your child will not be allowed in Extended Day until full payment, including the late fee, is made.**

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