

<b>Child's FIRST Name:</b>	<b>Child's LAST Name:</b>
Date of Birth:	Grade/Class:

**Please select for annual contracted EC extended care daily 3:15pm-5:15pm**

- Contracted \$1800 (billed through Blackbaud)**
- Drop-in care as needed at \$18 per hour (invoiced after attendance approx. weekly)**

Regular Early Childhood Dismissal times (before extended care begins): Preschool/Kindergarten students may be picked up at 12:30 or 3pm, and must be no later than 12:40 or 3:15.

The EC Extended Care program is designed for Preschool and Kindergarten students. We can only accept a child into Extended Care Programs who have the registration form(s) on file in the office. Children are officially enrolled after this registration form is completed. Child(ren) must attend school that day in order to attend Extended Care on that day! Final pick up window 5:15-5:30 **Late pick up will be billed at \$2 per minute late**

- All enrolled students, Pre-K/Kindergarten who are on the school grounds after dismissal and who are not enrolled in the Extended Care Program, will be signed into the Extended Care Program by a staff member on a drop-in basis. Students may not wait in the office or elsewhere on campus for parents' arrival. Drop-in (\$18 per hour) and late charges through the end of the month will be billed by the 10th of the following month and are due by the 20th.
- Parents, legal guardians (or individuals authorized for pick-up) are responsible for personally signing out the student on the official Extended Care attendance sheet. In the absence of a proper signature on the daily Extended Care attendance sheet, the office will bill as if the student stayed until 5:15 p.m. closing.
- Students will be dismissed from the program only to the person(s) listed on the registration form. If someone different is to pick up the student due to unusual circumstances, the authorized person—and not the person who is picking up the student—must notify the EC office in advance.
- Parents who are picking up their children from the Extended Care Program must collect their child(ren)'s things and depart in a timely manner. Once you sign out your child you are responsible for supervising them, and you must be outside the fenced EC area, so that the Extended Care staff can properly account for remaining students in their care. If other play structures are in use by other classes, please keep your child out of these classes.
- Parents will incur a late fee for any child left after 5:30p.m. at a rate of \$2.00 per minute late (invoiced additionally and then paid to teacher). Emergency contacts will be called if students are not picked up by 5:30 p.m. At this time, the Extended Care Director may take such other steps as will secure the safety of the child and discharge the responsibility of Boulder Valley Waldorf School, with charges continuing to accrue until children are released to their authorized caregivers. At a certain point in the evening, consistent with local schools' policies, children will be left in care of the Sheriff's Department.
- Contracted Extended Care must be paid even if a student is absent on a particular day or is picked up before his or her registered time. There will be no refunds or exchanges of dates.
- Anyone failing to adhere to the policies, procedures, or payment schedule will be requested to leave the program.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)