



Twos Extended Day Program **2019-2020**

For the convenience of our families, Landmark Preschool offers an Extended Day Program for both before school and after school.

For children in our **Twos Program**, Before Care is available from 8:30 a.m. to 9:00 a.m. in their regular classroom and offers activities for your child to enjoy. If drop off is needed earlier than 8:30 a.m., two year olds may be scheduled as early as 7:45 a.m in a designated twos classroom. Space is limited in the 7:45 a.m. drop off option; therefore, **parents will need to contact the office in advance** to ensure there is space available prior to drop off.

For children enrolled in our **Twos Program**, After Care is available until 2:30 p.m. Children will have a rest-time between 1:00 p.m. and 2:30 p.m. We also offer the option to extend care as late as 5:30 p.m. For children staying after 2:30 p.m., there will be a variety of activities offered: games, arts & crafts, and outdoor recess. Space is limited for the 5:30 p.m. pick up option; therefore, **parents will need to contact the office in advance** to ensure there is space available. If your child is staying after 2:30 p.m., **please send an extra snack and drink to school in a separate bag labeled "After Care" with your child's name on it.**

BEFORE CARE:

Before care is \$12.00 an hour for regularly scheduled users and \$14.00 an hour on a drop in basis.

AFTER CARE:

Option A: **After care flat rate from 1:00 p.m to 2:30 p.m. - \$1,500 for the school year
(Any time used after 2:30 p.m. will be billed at \$12 per hour.)

Option B: **After care flat rate from 1:00 p.m to 5:30 p.m. - \$5,000 for the school year

Option C: Hourly - \$12.00 per hour for regularly scheduled use

Option D: Hourly - \$14.00 per hour for drop in use

Note: Unlimited use flat rate can **only be applied to the school days that your child is enrolled to attend school. Families must register and make their flat rate payment during the month of September.

TWOS EXTENDED DAY PROGRAM (Continued):

Extended Day Billing:

Hourly Extended Day charges (Options C and D) are billed monthly through your family's Smart Tuition Account along with your tuition bill. If you have signed up for automatic monthly tuition payments, the total amount due will be deducted from the account you authorized. Itemized charges are listed on your bill and can be accessed by logging into your Smart Tuition account.*

**If you experience difficulty logging into your family's Smart Tuition Account, please contact Linda Lafonte in our Business Office at 203-894-1800, ext 105, or email her at LLafonte@ridgefieldacademy.org.*

For any balances outstanding for more than 30 days, we reserve the right to withdraw your child from the program. Please note that Smart Tuition late fees will apply for past due balances.

Registration is required for each child participating in the Extended Day Program. This form is available in the main office and also on our website www.landmarkpreschool.org under the "Parent Resources" tab.

If you have any questions, please feel free to call the main office at 203-226-6982.

Late Pick-Up:

For any child who is not picked up in a timely manner, the family will incur a late fee according to the following schedule:

Within first 15 minutes: \$15.00 late fee
Each additional 15 minutes: \$15.00 late fee

***Three late pick-ups will result in a \$50.00 late fee in addition to late charges. The family will also be contacted and alternate arrangements will be discussed.**

Parents must be mindful of the fact that the staff that provides Extended Day care for children may have other commitments. When you arrive late, this impacts two individuals as there must always be two (2) staff members present. Landmark Preschool must also compensate both of these individuals for this additional time.

We recognize that there are occasions that parents may be delayed. However, it is the parents' responsibility to ensure that they have appropriate back-up plans in the event they are not able to arrive by the last pick-up time.



**TWOS Extended Day Registration Form
2019-2020**

Child's Name: _____ Child's Grade/Teacher _____

Mailing Address _____

Please list contact names, phone numbers, and email addresses in case of an Emergency

Parent 1 Name _____ Home Number _____

Work Number _____

Email Address _____ Cell Number _____

Parent 2 Name _____ Home Number _____

Work Number _____

Email Address _____ Cell Number _____

Emergency Contact: _____ Home Number _____

(Other than parent) Cell Number _____

Is this person authorized to PICK UP your child? YES NO (circle one)

Emergency Contact _____ Home Number _____

(Other than parent) Cell Number _____

Is this person authorized to PICK UP your child? YES NO (circle one)

Authorized to pick up my child – Photo I.D. required for pick-up

Name _____ Relationship to Child _____ Phone _____

Name _____ Relationship to Child _____ Phone _____

PARENT's/Guardian's Signature _____ **Date:** _____

***Please note: Extended Day Charges are billed monthly through
your Smart Tuition account.**

TWOS BEFORE CARE:

_____ I would like to use the **TWOS** Before Care on a **Regularly Scheduled** basis at the rate of **\$12.00 per hour**.

*Please check the days that your child will be a **Regularly Scheduled Before Care** user:*

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

_____ I would like to use the **TWOS** Before Care on a **Drop In** basis at the rate of **\$14.00 per hour**. (Please check with the office for availability.)

TWOS AFTER CARE:

If you would like to use the **TWOS** After Care on a **Regularly Scheduled** basis, you must select Option A, B, or C as well as the day(s) your child will attend.

_____ **Option A:** *After care flat rate from 1:00 p.m to 2:30 p.m. - \$1,500/school year
(Any time used after 2:30 p.m. will be billed at \$12.00 per hour.)

_____ **Option B:** *After care flat rate from 1:00 p.m to 5:30 p.m. - \$5,000/school year
(Please check with the office for availability.)

_____ **Option C:** Hourly - \$12.00 per hour for **Regularly Scheduled** use

*Note: Unlimited use flat rate can **only** be applied to the school days that your child is enrolled to attend school and must be paid in September.

*Please check the days that your child will be a **Regularly Scheduled After Care** user:*

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

Please choose **Option D** if you would like to use After Care on a **Drop In** basis.

_____ **Option D:** I would like to use the **TWOS** After Care on an **Drop In** basis at the rate of **\$14.00 per hour**. (Please check with the office for availability.)

**** An additional charge will be incurred for late Pick-ups, and Smart Tuition late fees will apply for past due balances.**

See our Extended Day Program Policy for details.