



## **Threes, Fours, Fundamentals 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.

Before Care is available starting at 7:45 a.m. Our Before Care program offers quiet activities for your child to enjoy. At 8:30 a.m., the Before Care teacher will escort your child to his/her class.

The After Care program begins when your child's regular day concludes. Children may stay until 5:30 p.m. During this time, your child will be offered a variety of activities: table games, arts & crafts, outdoor recess, and a quiet space to relax. **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 for all ages.

### **AFTER CARE:**

**Option A:** \*\*Flat rate until 5:30 p.m. - \$3,500 for the school year

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

**Option C:** 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.

## **THREES, FOURS, FUNDMENTALS EXTENDED DAY PROGRAM (Continued):**

### **Extended Day Billing:**

Hourly Extended Day charges (Options B and C) 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](mailto: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](http://www.landmarkpreschool.org) under the "Parent Resources" tab.

### **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.



## Threes, Fours, Fundamentals 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.**

**THREES, FOURS, FUNDAMENTALS BEFORE CARE:**

\_\_\_\_\_ I would like to use the **THREES, FOURS, FUNDAMENTALS** 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 **THREES, FOURS, FUNDAMENTALS** Before Care on a **Drop In** basis at the rate of **\$14.00 per hour**.

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**THREES, FOURS, FUNDAMENTALS AFTER CARE:**

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

\_\_\_\_\_ **Option A:** \*Flat rate until 5:30 p.m. - \$3,500 for the school year

\_\_\_\_\_ **Option B:** 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 C** if you would like to use After Care on a **Drop In** basis.

\_\_\_\_\_ **Option C:** I would like to use the **THREES, FOURS, FUNDAMENTALS** After Care on a **Drop In** basis at the rate of **\$14.00 per hour**.

**\*\* 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.**