



## Twos Extended Day Program 2019-2020

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

Before Care is available starting at 7:30 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 Naptime Care program begins when your child's regular day concludes. Children may stay and nap in their classroom until 2:30 p.m. During this time, your child will be asked to rest on a cot. Please send a nap mat and/or blanket with your child's name on it.

The After Care program begins when your child's Naptime 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.

### Extended Day Options

**Option A - Unlimited:** This program offers extended care on an **unlimited basis at the Flat Rate** until 5:00 p.m. Time used between 5:00 - 5:30 pm is billed monthly in 15 minute increments at the \$12.00 per hour rate. This unlimited use flat rate can only be applied to the school days that the child is enrolled to attend school. Parents must register their child/children for the program, pay the **\$50 registration fee** and make the total flat rate payment during the month of September, 2019. Payments are non-refundable and non-transferrable. Refunds cannot be given for any reason, including days that a child is absent, inclement weather or other school cancellations or participation in after school enrichment clubs.

2s Unlimited Care	Before	Naptime	After	All
	7:30am – 8:30am	1:00pm – 2:30pm	2:30pm – 5:00pm	7:30am – 5:00pm
2 Days	\$400	\$600	\$1,200	\$2,200
3 Days	\$600	\$900	\$1,800	\$3,300
4 Days	\$800	\$1,200	\$2,400	\$4,400
5 Days	\$1,000	\$1,500	\$3,000	\$5,500

**Option B - Regular:** This program offers extended care on a **regular basis at a \$12.00 per hour rate**. Usage is recorded in 15 minute increments and billed monthly. Parents must register their child/children for the program, pay the **\$35 registration fee** and select the day(s) and time(s) that they intend to use the program throughout the year.

**Option C – As-Needed:** This program offers extended care on an **as-needed basis at a \$14.00 per hour rate**. Parents must call the main office to check for availability and to select days. Usage is recorded in 15 minute increments and billed monthly. The **\$15 registration fee** to use this program will be billed the first time extended care is used.



## **Twos Extended Day Program (continued)**

### **2019-2020**

### **Billing**

Regular and As-Needed extended day charges, as well as extra time utilized by Unlimited users, will be billed monthly through your family's 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 [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.

### **Registration**

Registration is required for each child participating in the Unlimited or Regular Extended Day Program. This form is available in the main office and also on our website <http://www.landmarkpreschool.org> under the "Forms for Current Families" tab.

You can email your child's Extended Day Program Registration Form to [ccotter@landmarkpreschool.org](mailto:ccotter@landmarkpreschool.org), drop it off at the Main Office, or mail it to us at Landmark Preschool, 20 Portland Avenue, Redding, CT 06896.

If you have any questions, please feel free to call the main office at 203-544-8393.

### **Late Fees**

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, Landmark Preschool must compensate 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  
Contact Information  
2019-2020**

Child's Name: \_\_\_\_\_

Child's Grade: \_\_\_\_\_

Child's Teacher: \_\_\_\_\_

**Emergency Contacts**

Mother's Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

Emergency Contact 1: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

*(other than parent)*

Is this person authorized to PICK UP your child?    YES    NO

Alternate Number: \_\_\_\_\_

Emergency Contact 2: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

*(other than parent)*

Is this person authorized to PICK UP your child?    YES    NO

Alternate Number: \_\_\_\_\_

**Other Authorized Persons** (Photo ID Required)

Authorized Pick Up 1: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

*(other than parent)*

Alternate Number: \_\_\_\_\_

Authorized Pick Up 2: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

*(other than parent)*

Alternate Number: \_\_\_\_\_



## Twos Extended Day Registration 2019-2020

Child's Name: \_\_\_\_\_

Child's Grade: \_\_\_\_\_

Child's Teacher: \_\_\_\_\_

Child's School Schedule: \_\_\_\_\_

### Extended Day Options

\_\_\_\_\_ **Option A - Unlimited:** I would like to use this program on an **unlimited basis at the Flat Rate** until 5:00 p.m. (time used between 5:00 - 5:30 pm will be billed in 10 minute increments at the \$12.00 per hour rate) I understand that this unlimited use flat rate can only be applied to the school days that my child is enrolled to attend school. I understand that I must register, pay the **\$50 registration fee** and make the flat rate payment during the month of September, 2019. I understand that this payment is non-refundable and non-transferrable. I understand that refunds cannot be given for any reason, including days that a child is absent, inclement weather or other school cancellations or participation in after school enrichment clubs.

2s Unlimited Care	Before 7:30am – 8:30am	Naptime 1:00pm – 2:30pm	After 2:30pm – 5:00pm	All 7:30am – 5:00pm
2 Days	\$400	\$600	\$1,200	\$2,200
3 Days	\$600	\$900	\$1,800	\$3,300
4 Days	\$800	\$1,200	\$2,400	\$4,400
5 Days	\$1,000	\$1,500	\$3,000	\$5,500

\_\_\_\_\_ **Option B - Regular:** I would like to use this program on a **regular basis at \$12.00 per hour rate.** I understand that I must pay the **\$35 registration fee** and select the day(s) and pick-up times below.

**I plan to use the Before Care Program on the following days:**

Monday      Tuesday      Wednesday      Thursday      Friday

Approx. Time    Drop Off: \_\_\_\_\_    Drop Off: \_\_\_\_\_    Drop Off: \_\_\_\_\_    Drop Off: \_\_\_\_\_    Drop Off: \_\_\_\_\_

**I plan to use the After Care Program on the following days:**

Monday      Tuesday      Wednesday      Thursday      Friday

Approx. Time    Pick Up: \_\_\_\_\_    Pick Up: \_\_\_\_\_    Pick Up: \_\_\_\_\_    Pick Up: \_\_\_\_\_    Pick Up: \_\_\_\_\_

\_\_\_\_\_ **Option C – As-Needed:** I would like to use this program on an **as-needed basis at \$14.00 per hour rate.** I understand that I must call the main office to check for availability and to select days. I understand that I must pay the **\$15 registration fee** to use this program.

### Acknowledgement

\_\_\_\_\_ I understand that the LATEST pick up time is 5:30 PM and late fees will be charged immediately thereafter.  
*Initial*

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_

*Please make checks payable to "Ridgefield Academy"*