



Extended Day Program Information & Contract 2019 – 2020

Green Acres offers its families an Extended Day Program (EDP) from the end of the school day until 6 PM. Expanded Care (EC) is also available from 8 AM–5 PM on select days when school is closed for conferences or professional development. The program does not operate when inclement weather requires school cancellation or early dismissal. EDP offers yearly contracts for 1, 2, 3, 4, or 5 days per week. The goals of the Extended Day Program are: a safe environment for children after school; an opportunity for children to interact, play, and develop relationships across age groups; mandatory homework time for 3rd - 8th grades; and a generous snack.

EDP Drop-in Policy - Children may attend EDP on a drop-in basis provided space is available. Arrangements must be made at least 24 hours in advance by submitting a Transportation Change through the parent portal at greenacres.org.

EDP Drop-in Fees - A single drop-in fee is \$36 per child, per day. A child participating in an after-school activity may join EDP on that day at a discounted rate of \$18 per child. The hours for this discount are from 4:30–6 PM. Arrangements must be made at least 24 hours in advance by submitting a Transportation Change through the parent portal at greenacres.org.

Sign-Out Procedures - Every child must be signed out by an adult authorized to pick him or her up. The adult MUST sign the Extended Day Attendance Sign-Out sheet located in the library. If your child will be picked up by an individual whose name has not been previously authorized on your child’s emergency form, you must provide this individual’s name in the note section of the Transportation Change through the parent portal at greenacres.org.

Late Pick-Up Policy and Fees - Children may be picked up any time before, but no later than, 6 PM. Extended Day closes promptly at 6 PM. A late charge of \$10 per child is due after 6:05 PM by the School’s telephone clock, with an additional \$1 charge for each minute after 6:05 PM. Notification by parent of late pickup will not eliminate a late pickup charge.

Expanded Care (EC) - Snacks are provided. Hot Lunches are not served on Expanded Care days. Please pack a lunch for your child. See chart below for pricing information. See EC calendar dates in *GreenLine* and on website under calendar.

Contract Types - Contracts are available for 1, 2, 3, 4, or 5 days a week. For children who have contracts for 1–4 days, families select the days when their children are expected in EDP. Selected days may be exchanged within a given week by submitting a Transportation Change through the parent portal at greenacres.org **at least** 24 hours in advance. If students attend more than their contracted days within a given week, those additional days will be charged a drop-in rate.

Contract/Payment Information - A non-refundable application fee of \$30 and a deposit of \$300 per child must accompany a completed application/contract to hold a space in the program. Please complete the contract with a check for \$330 per child and return it to the front office by Friday, April 19, 2019. EDP contract charges are billed on student tuition bills. The \$300 deposit is non-refundable after July 31, 2019. Contracts received after April 19, 2019 will be processed on a space available basis. Enrollment priority will be given to children enrolled full-time (5 days per week).

Fee Chart

Extended Day Fees		Drop-In Fees	
Application Fee (non-refundable)	\$30	Single drop-in rate	\$36 per child per day
EDP Deposit (non-refundable after 7/29/16)	\$300	Half-day drop-in rate 4:30 – 6pm (available for children staying for after school activities only)	\$18 per child per day
One day/week	\$1,140	Expanded Care Fees	
Two days/week	\$2,190	Expanded Care Day (with no EDP contract)	1 to 3 hours \$36; 3+ to 6 hours \$72; and 6+ to 9 hours \$100
Three days/week	\$3,200	Expanded Care Day (with EDP contract)	1 to 3 hours \$18; 3+ to 6 hours \$36; and 6+ to 9 hours \$50
Four days/week	\$4,130		
Five days/week	\$4,860		

Contact information - Extended Day Director, Gwen Garfinkle gweng@greenacres.org 301.881.4100

Extended Day Program Contract for 2019–2020

Child(ren)'s Name(s)	Grade in 2019-20	Circle Day(s) of week your child will attend
1. _____	_____	Mon Tue Wed Thur Fri
2. _____	_____	Mon Tue Wed Thur Fri
3. _____	_____	Mon Tue Wed Thur Fri

For children who have contracts for 1-4 days, families select the days when their children are expected in EDP. Selected days may be exchanged within a given week by submitting a Transportation Change through the parent portal at greenacres.org **at least** 24 hours in advance. If students attend more than their contract days within a given week, those additional days will be charged a drop-in rate.

I/We agree to accept the terms and conditions of this enrollment contract as well as the rules, guidelines and policies of Green Acres School and the Extended Day Program that are stated in the Family Handbook & Directory.

I/We agree to pay the stated fees and such other charges as the child may incur as a result of participating in the Extended Day Program during the school year. No reduction for tuition or fees can be made for absence, voluntary or involuntary withdrawal, suspension or expulsion, except in the following circumstances. If a Family wished to reduce the number of days per week their child is enrolled, or to withdraw a child from the Extended Day Program because they no longer need after-school care due to a change in the parents/guardians work patterns (or because of other extenuating circumstances), Green Acres may, at its sole discretion, alter the enrollment agreement as requested or release the parents/guardians from any further obligation under this contract. To apply for such a release or modification, the parents/guardians must submit a request to the Accounting Manager and the Extended Day Director of Green Acres School, IN WRITING, 30 days prior to the proposed date of withdrawal from or modification of enrollment in, the Extended Day Program. Extended Day Program tuition deposits are nonrefundable in any event.

To withdraw a child from the Extended Day Program after the contract has been submitted, a letter specifically stating intent to withdraw must be sent to the Accounting Manager and the Extended Day Director of Green Acres School. Such approval or non-approval shall be in the sole discretion of the Head of Green Acres School and when issued to the parents/guardians in writing, shall be binding regarding any refunds of tuition.

This contract is a permanent attachment to my child's enrollment contract for the 2018-2019 school year. All policies and regulations in the school enrollment contract apply to this contract as well.

Late Pick-Up Policy and Fees - There is no late afternoon bus transportation for children who stay for EDP. Children may be picked up any time before, but no later than, 6 PM. Extended Day closes promptly at 6 PM. A late charge of \$10 is due after 6:05 PM by the School's telephone clock, with an additional \$1 charge for each minute after 6:05 PM. Notification by parent of late pickup will not eliminate a late pickup charge. Charges for late pick-up fees will be billed by the business office.

This contract must be signed by all parent(s)/guardian(s) who assume financial responsibility for the Extended Day Program tuition and all other child fees and charges and becomes effective upon receipt of the contract.

I/We have read this contract and the Policies Statement in the Family Handbook and agree to abide by all provisions referenced in both documents.

_____ Date _____
Parent/Guardian Signature

_____ Date _____
Parent/Guardian Signature

_____ Date _____
School Representative Signature

Enclosed is a check for \$ _____ (\$330 per child) for application fee and deposit, payable to Green Acres School. I understand the application fee is non-refundable and the \$300 deposit is non-refundable after July 31, 2019.