



## **Extended Childcare Agreement and Registration Form**

In order to better serve our families, The Covenant Preparatory School is pleased to offer Extended Childcare for our enrolled students. If you wish to utilize this service on a daily basis or a drop-in basis, please read and agree by signature to the following policies:

### **Hours and Rates**

**Extended Childcare Services is available to all enrolled students at The Covenant Preparatory School from 3:00 – 6:30 p.m.** The service is available on a drop-in basis or a daily basis. Charges are incurred based on the time your child signs into the program until the child is signed out upon pick-up. Charges will not begin before 3:00 p.m. and you are only charged for the time your child is in the Extended Childcare program.

Extended Childcare is billed separately from tuition. Charges will be billed through FACTS on the 10th of each month and are due upon receipt. All financial policies of the school apply to Extended Childcare as well.

**Please note the late fee listed for any student that is not picked-up by 6:30 p.m. The Lower School Principal may authorize the Extended Childcare Director to waive the late fee in extenuating circumstances such as inclement weather, major traffic gridlock or other event that is beyond the control of the parent.**

#### **Daily Rate:**

|  |                    |
|--|--------------------|
| Registration fee due upon registration                                 | \$55.00            |
| Hourly rate for daily usage  | \$ 5.75 per hour   |
| Late fee beginning at 6:31 p.m.  | \$ 3.00 per minute |
| <i>*Late fee charge is in addition to the regular \$ 5.75 per hour</i> |                    |

#### **Drop-In Rate:**

|   |                    |
|---|--------------------|
| Hourly rate   | \$ 7.25 per hour   |
| Late fee beginning at 6:31 p.m.                                       | \$ 3.00 per minute |
| <i>*Late fee charge is in addition to the regular \$7.25 per hour</i> |                    |

### **Extended Childcare Policies**

All Covenant Preparatory School policies apply to students in the extended childcare program. In addition, the following rules must be observed:

Students in ***PK4 through sixth grade*** are not allowed to remain unsupervised in any area of the Lower School Campus. Students that have not been picked up by 3:15 p.m. will be signed into the program and must remain there until picked-up by an authorized individual. If a student is involved in an after-school activity, including tutoring, the student must remain in the designated area with the staff member that is supervising the activity.

Siblings or friends that are not enrolled at The Covenant Preparatory School will not be allowed on the playground or in the Extended Childcare room unless the Lower School Principal has pre-authorized the Extended Childcare Director to allow the child to sign-in. The rates detailed above as well as all policies shall apply to any child signed-in to the Extended Childcare program.

Once students are signed into Extended Childcare, they will not be allowed to leave the area unless accompanied by an Extended Childcare staff member.

Students will not be released to any person that has not been pre-authorized by the parent or guardian. Please notify the Extended Childcare Director if you must send someone that is not identified on your registration form to pick up your child in an emergency. Please provide the individual's name and a simple description. Inform the individual to be prepared to present a driver's license to the Extended Childcare Director before your child will be released.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE COMPLETE THE REGISTRATION FORM ON PAGE 3**

~ CONTINUED ON PAGE 3 ~

**EXTENDED CHILDCARE  
REGISTRATION FORM**

**Please return this form to school on or before  
the first day of attendance**

|  |
|--|
| <p><b><u>For Office Use Only</u></b><br/> <b>Circle rate to be applied</b><br/>         Daily Rate      Drop-In Rate<br/>         \$55 Registration Fee paid (Daily Rate)<br/>         Date: _____</p> |
|--|

| STUDENT NAME | GRADE |
|--------------|-------|
|              |       |
|              |       |
|              |       |
|              |       |
|              |       |
|              |       |

| PARENT / GUARDIAN 1 | PARENT / GUARDIAN 2 |
|---------------------|---------------------|
| Name:               | Name:               |
| Cell Phone:         | Cell Phone:         |
| Work Phone:         | Work Phone:         |
| Home Phone:         | Home Phone:         |
| Other:              | Other:              |

I will be using Extended Childcare for:

Drop-In Basis - \$7.25 / hour

Daily Basis – Registration Fee \$55 + \$5.75 / hour

**\$3 per minute late fee will be added to the hourly rate listed beginning at 6:31 p.m.**

My child may be released to:

1. \_\_\_\_\_ Phone Number: \_\_\_\_\_
2. \_\_\_\_\_ Phone Number: \_\_\_\_\_
3. \_\_\_\_\_ Phone Number: \_\_\_\_\_
4. \_\_\_\_\_ Phone Number: \_\_\_\_\_