



ST. ANDREW'S EPISCOPAL SCHOOL OF AMARILLO

Parents of students in grades Pre-Primer through Fifth Grade are invited to register their students for the Extended Day Program provided by St. Andrew's Episcopal School. As an extension of the academic day's learning, students at Extended Day will be supervised by our qualified and caring workers, who support your child upon class dismissal until you are able to pick them up. Homework assistance, special programs, supervised free play, and more are all offered during your child's time at Extended Day.

Hours: Early Morning Care is complimentary for all St. Andrew's students and begins at **7:30 a.m.** each day. For students aged Pre-Primer through Kindergarten, this service takes place in the Extended Day room of our Early Childhood Center (ECC). For students aged 1st through 8th grade, this service takes place in the St. Andrew's cafeteria.

Extended Day Care is offered each day from **2:45 p.m. to 5:45 p.m.** For Pre-Primer through Kindergarten, this service takes place in the Extended Day room of our ECC. For students aged 1st through 5th grade, this service meets in the Cafeteria from **3:00 p.m. to 3:45 p.m.** and moves to the Extended Day room at **3:45 p.m.**

Pricing and Billing: To register your child for our Extended Day services, please complete this form and submit your **\$50** registration fee (**\$75** fee for two or more students). All registration fees must be paid prior to using the Extended Day program. Our hourly fee for the Extended Day program is **\$8.40 per hour**. An additional fee of **\$1.00 per minute** is charged for late pick-up (after 5:45 p.m.).

Statements/invoices for Extended Day usage are billed monthly and may be payed via the EZ School Apps Parent portal, check or cash, Paypal (@saesamarillo), or a credit card payment (in person). Please direct cash or check payments to the Business Office at St. Andrew's Episcopal School (address below):

St. Andrew's Episcopal School of Amarillo
Attn: Business Office
1515 S. Georgia St.
Amarillo, TX 79102

TO REGISTER: Complete, sign, and return the EXTENDED DAY ENROLLMENT CONTRACT, along with your registration fee, to St. Andrew's Episcopal School. Please make all checks payable to St. Andrew's Episcopal School.

ST. ANDREW'S EPISCOPAL SCHOOL OF AMARILLO
EXTENDED DAY ENROLLMENT CONTRACT

Please enroll the following student(s) in the Extended Day Program at St. Andrew's Episcopal School of Amarillo.

Child: _____ Grade/Teacher _____ Fee: Due \$50

Child: _____ Grade/Teacher _____ Fee: Due \$25

Child: _____ Grade/Teacher _____ Fee: Due \$0

Child: _____ Grade/Teacher _____ Fee: Due \$0

The registration fee is due at the time of registration and is **non-refundable**.

The undersigned understand and agree that St. Andrew's Extended Day is entitled to full payment of the fees for the days the Extended Day program is used. The fee for all regular Extended Day programs is **\$8.40 per hour** unless otherwise noted. An additional fee of **\$1.00 per minute** is charged for late pick-up after 5:45 p.m.

The undersigned understand and agree to accept the rules and regulations of St. Andrew's as set forth on the attached form.

The undersigned understand and agree that in the event the payment of Extended Day fees is delinquent for more than 60 days, the student will not be allowed to remain in Extended Day until the past due balance is paid.

The undersigned understand and agree that in the event of special programs during the Extended Day program, the student will still be picked up from the St. Andrew's campus and billed for Extended Day usage as set forth on the attached form.

Extended Day is NOT open on school holidays. The student MUST attend school in order to use Extended Day for that day. Once the student has left school for the day, they are not allowed to return to school for Extended Day.

Statements will be emailed monthly and will reflect the prior month's attendance. Payment options include 1) EZ School Apps Parent Portal, 2) Check, 3) Cash, and 4) Credit Card payment at the school*. (*Subject to a 2.75% processing fee.)

Name of person responsible for fees

Phone number

Email address for Extended Day billing information

ST. ANDREW'S EPISCOPAL SCHOOL OF AMARILLO
EXTENDED DAY ENROLLMENT INFORMATION

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

Parent #1's Name: _____

Parent #1's Business Phone: _____

Parent #2's Name: _____

Parent #2's Business Phone: _____

Email for Billing Information: _____

Emergency Contacts:

1) _____ Phone _____

2) _____ Phone _____

3) _____ Phone _____

Persons with authorization to pick up child (will be asked to present picture ID):

1) _____ Phone _____

2) _____ Phone _____

3) _____ Phone _____

Please notify the school of any changes to this list.

Parent Signature & Date