
CUMC PRESCHOOL EXTENDED DAY GUIDELINES

Three, four, and five-year old children may sign up for both morning and afternoon sessions of extended day. This will allow 3's, 4's, or 5's to be in our care from 8:00 am until 3:00 pm. Toddlers and trained twos may sign up for morning, 8:00 – 9:15 OR afternoon, 1:40 – 3:00 p.m.

1. To register, please read the information below, complete the registration on the back of this sheet, and return it to the preschool. The confirmation form below will be returned to you.
2. Children staying for both morning and afternoon extended day will need an extra snack. See pg. 8 of your parent handbook. Please let us know if your child will be picked up before 2:15. They may not need a snack.
3. You may return this completed form at least 24 hours prior to service needed.
4. You may email your registration to cumcpreschoolnewsletter@gmail.com the night before up until 7:30 pm.
5. You may call in the morning, between 7:30 am – 8:00 am, on the day of services, if you need emergency care for your child on his/her school day. We will let you know if space is available your child.
6. You will receive a payment envelope for the previous month's extended day use.
7. Checks or money orders should be placed in the extended day envelope and sent in your child's lunch box.
8. PLEASE DO NOT INCLUDE YOUR PAYMENT WITH YOUR MONTHLY FEES.
9. A \$5 late fee will be charged for each day your extended day fees are late.
10. Credits are not given due to illness, vacation, or a change of plans. Once you sign up, you are charged whether you use it or not.
11. Children registered for the entire year (September – May) may switch from a morning to afternoon session, as long as space is available, on a particular day by contacting the preschool 24 hours ahead of time.
12. Children registered for the morning session must be walked in to the extended day classroom by their parent or adult driver.
13. Children registered for the afternoon session should be picked up at the extended day classroom by their parent or adult driver.
14. All children in afternoon extended day must be picked up by 3:00 pm. A late pick up fee of \$5 will be charged if you arrive 1-5 minutes late. A late fee of \$10 will be charged if you are 6-10 minutes late.
15. The morning session is 8:00 – 9:15 am. The afternoon session is 1:40 – 3:00 pm.
16. If a child signs up for extended day September – May and drops out of extended day, then the family will owe the preschool \$1 per session, per child for those past used days.

_____(FOR OFFICE USE ONLY)_____

EXTENDED DAY CONFIRMATION FORM

_____ is/are registered for the ____ morning
session ____ afternoon session ____ both sessions on _____

____ Sorry the session/sessions were full.

EXTENDED DAY REGISTRATION

I would like to register my child/children for the following session/sessions:

☐ MORNING SESSION ☐ AFTERNOON SESSION ☐ BOTH

Print child/children's name/s

Dates needed

Phone Number where I can be reached

☐ Emergency ☐ Daily ☐ Monthly Registration ☐ Yearly Registration (Aug. –May)

Date request submitted _____

Explanation of Cost

Yearly cost for children registered August - May

- * The cost for one child is \$8 for one session and \$14 for both sessions on the same day.
- * The cost for 2 children for one session is \$14 and \$28 for both sessions on the same day.

Monthly cost for children registered before the 1st day of each month

- * The cost for one child is \$9 for one session and \$16 for both sessions on the same day.
- * The cost for 2 children for one session is \$16 and \$32 for both sessions on the same day.

Daily cost for children registered up to the evening before the needed session

- * The cost for one child is \$10 for one session and \$17 for both sessions on the same day.
- * The cost for 2 children for one session is \$17 and \$34 for both sessions on the same day.

Emergency cost for children registered the day of needed services

- * The cost for one child is \$13 for one session and \$22 for both sessions on the same day.
- * The cost for 2 children for one session is \$22 and \$44 for both sessions on the same day.

Extended Day begins on the first day of preschool.