
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 pm. Teacher to student ratio is 1:10 in extended day.

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, one for each session they are attending. See pg. 9 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 email your registration to Tina@CrestwoodMethodist.com the night before up until 7:30 pm.
4. 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.
5. Please do not send any money/checks with your children. You will receive a separate billing e-mail at the end of the month for extended day.
6. Checks or money orders should be placed in an envelope and sent in your child's blue folder.
7. PLEASE DO NOT INCLUDE YOUR EXTENDED DAY PAYMENT WITH YOUR MONTHLY FEES.
8. A \$5 late fee will be charged for each day your extended day fees are late.
9. 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.
10. 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.
11. Children registered for the morning session must be walked in to the extended day classroom by their parent or adult driver.
12. Children registered for the afternoon session should be picked up at the extended day classroom by their parent or adult driver.
13. 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, etc.
14. The morning session is 8:00 – 9:15 am. The afternoon session is 1:40 – 3:00 pm.
15. 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

Days or 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 is \$9 per child.

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

* The cost per child is \$10.

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

* The cost per child is \$11.

Emergency cost for children registered the day of needed services

* The cost per child is \$14.

Extended Day begins on the first day of preschool.