

**W. C. GRIGGS ELEMENTARY**  
**SHINING STARS**  
**2016-2017 EXTENDED DAY PROGRAM**  
**HOURS OF OPERATION**

Welcome! Thank you for choosing W. C. Griggs Extended Day Program. We are pleased to provide this service to you and look forward to caring for your child.

*Before School: 6:30 a.m. – 7:45 a.m.*

*After School: 3:00 p.m. – 5:45 p.m.*

**ADMISSION REQUIREMENTS**

All registration forms must be completed and received by Extended Day Directors before a student may attend. Forms must be complete. **Incomplete forms will not be accepted.**

- Signed Extended Day Registration form
- Signed Parent Contract/Program Rules
- Current/updated medical/immunization information
- Emergency contact persons other than listed parent/guardian
- Registration fee - \$30.00 per student – **NON REFUNDABLE**
- One week of tuition
- Three prorated days fee – August 10, 11 & 12, 2016

**TUITION FEES**

<u>SESSIONS</u>	<u>ANNUAL REGISTRATION</u>	<u>WEEKLY FEES</u>
<b><u>Morning Only</u></b>		
1 Child	\$30.00	\$25.00
2 Children	\$60.00	\$40.00
3 Children	\$90.00	\$50.00
<b><u>Afternoon Only</u></b>		
1 Child	\$30.00	\$40.00
2 Children	\$60.00	\$55.00
3 Children	\$90.00	\$75.00
<b><u>Morning &amp; Afternoon</u></b>		
1 Child	\$30.00	\$60.00
2 Children	\$60.00	\$90.00
3 Children	\$90.00	\$120.00
<b><u>Drop In</u></b>		
		<b><u>Daily Fees</u></b>
Morning	NONE	\$10.00
Afternoon	NONE	\$15.00
<b>****\$10.00 LATE FEE CHARGED FOR ANY STUDENT PICKED UP AFTER 5:45 P.M.****</b>		

Snacks/Drinks Provided  
Homework Assistance  
Outdoor & Indoor Activities

10% Discount will be given for tuition paid one month in advance!

W. C. GRIGG ELEMENTARY

SHINING STARS

2016-2017 EXTENDED DAY REGISTRATION FORM

Student's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Student's Birthday \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Student's Birthday \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Student's Birthday \_\_\_\_\_

Address: \_\_\_\_\_ HomePhone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Mother's Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Father's Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**MEDICAL INFORMATION**

\*Allergies\*Frequent Nosebleeds\*etc.?  Yes  No If yes, please state any allergies or other health concerns that our staff should be made aware of. \_\_\_\_\_

**Name and phone number of emergency contact persons and persons permitted to pick-up students:**

1. \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. \_\_\_\_\_ Phone Number: \_\_\_\_\_

3. \_\_\_\_\_ Phone Number: \_\_\_\_\_

4. \_\_\_\_\_ Phone Number: \_\_\_\_\_

Is student covered by medical insurance?  Yes  No

Physician's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If W. C. Griggs staff is unable to reach me and they believe my child is in need of medical attention, I hereby grant my permission for them to seek medical treatment.  Yes  No

**By enrolling my child/ren in W. C. Griggs Extended Day Program, I agree to the following:**

- *Payment for service is due on or before Friday of the preceding week. Example-Payment for the week of August 15-19 is due no later than Friday, August 12.*
- *A \$5.00 late fee will be charged for non-payment. Late fees are assessed per day, per child.*
- *Services will be terminated for non-payment.*
- *Services may resume when payment of outstanding balance is received.*
- *Post-dated checks cannot be accepted.*
- *Pick-up is no later than 5:45 p.m. A \$10.00 late pick-up fee is charged.*
- *If a student is not picked-up on time, Extended Day staff will call parent/emergency contact/s beginning at 5:45 p.m. If a parent/emergency contact cannot be reached, Extended Day Staff may have no choice other than contacting law enforcement for assistance.*

PARENT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

10% Discount will be given for tuition paid one month in advance!