

Good Shepherd Montessori Preschool/Kindergarten
Good Shepherd Missions, A Non-Profit Corporation
Drop-in Care and Extended School Day Agreement
2019-20

Good Shepherd Montessori offers two options for the occasional care needs of our students.

Before or after school drop-in care: 7:30 a.m. to 8:25 a.m. and/or 3:00pm to 5:30pm

The fee for drop-in care is \$7.80 per hour or \$2.00 per quarter hour (rounded to the nearest quarter hour). Drop-in care is for occasional use by Good Shepherd Montessori students. If you need before or after school care on a regular basis please see the director.

Afternoon care for half-day students:

12:00pm to 3:00pm

The fee for extended school day is \$7.80 per hour or \$2.00 per quarter hour (rounded to the nearest quarter hour). Extended school day is for occasional use by Good Shepherd Montessori students. If you would like to add afternoon care on a regular basis please see the director.

To use the services for drop-in or extended school day care, complete this form and submit it to the school **at least 24 hours in advance**. The school will make every effort to accommodate last minute requests but **cannot guarantee availability of space for your child**.

Cancellations must be made 24 hours in advance of time scheduled or scheduled hours will apply and you will be charged for this time.

The fee for late pick up is \$5.00 for each quarter hour or fraction thereof that a child is left beyond the time contracted care ends.

Drop-in care and Extended School Day care charges will be billed on your monthly tuition statement. Payment is due by the fifth day of the month. After the fifth day of the month a late payment fee of \$20.00 is added. June charges will be due on the last day of school when your child is picked up.

Child's name _____ Date care is needed _____	
Check all that apply:	
My child is enrolled for school days only. I would like to add before or after school care:	
7:30 am to 8:25 am	After school care until _____pm. Latest 5:30pm
My child is enrolled for mornings and I would like to add afternoon classroom time:	
12:00pm to _____pm. Latest 3:00pm, after 3pm add after-school care above	
Signature of Parent/Guardian _____	Date _____
Phone number at which I can be reached _____	

OFFICE & CLASSROOM USE ONLY	
Pamela for approval: _____	Classroom: Michelle _____ Elaine _____
Date	
Eva for billing: _____	