



## Easton Parks and Recreation Summary of Changes for Returning Extended Day Families



Please note you are still responsible to adhere to all policies and procedures contained in the Extended Day Manual.

### Change of Rates

Rates for the Extended Day Program for the 2011/2012 school year will be as follows:

#### Before School

\$7.00/\$5.00/\$4.00

#### After School

\$12.00/\$10.00/\$8.00

#### Minimum Days

\$25.00/\$20.00/\$17.00

### Dismissal Procedure

Your child **MUST** be entered into the school dismissal manager as an Extended Day dismissal every time they are to attend Extended Day, this is a policy of the school. If your child is not in the system as an Extended Day dismissal, the office will use their default dismissal plan.

Please note children who leave Samuel Staples Elementary School property at dismissal are not permitted back to the Extended Day Program on that school day. This does not include sports practices held on Staples/Morehouse fields.

### Communication

You have the option of receiving receipts after every change is made, or only after your monthly calendar is processed. Please check off on your registration form which option to apply. Please retain these receipts for your records.

### Communication

Please note cancellations and additions **CAN NOT** be made using the Extended Day Email address. *This email address is for disseminating information only.* All changes must still be called into the Extended Day phone at (203) 650-3297.

## **Credit & Refund Policy**

-**MORNING PROGRAM:** In order to receive a credit for the morning program a phone call/voicemail message must be received by **midnight of the previous day**.

-**AFTERNOON PROGRAM:** In order to receive a credit for the afternoon program a phone call/voicemail message must be received by **9am on the start of that school day**.

-**MINIMUM DAYS:** In order to receive a credit for minimum days a phone call/voicemail message must be received **with 48 hours notice**.

## **Payment Methods**

Payments must be made by the 15<sup>th</sup> of the month for the upcoming month's use.

- ✓ If the 15<sup>th</sup> falls on a weekend, then you have until Monday to hand in your monthly calendar.
- ✓ If the 15<sup>th</sup> falls during a school vacation when the office is still open, the payment is still due on the 15<sup>th</sup>.
- ✓ There is no frequent flyer discount this year but we will still be accepting multiple calendars at once.

## **Extended Day Cell Phone**

Please refrain from calling into the Extended Day cell phone between **3:15 - 4:00pm**, as this is dismissal time for the children. Unless it is an emergency situation, please wait until after 4:00 pm to call in with your changes.