



*For office use only*  
 Rec'd: \_\_\_/\_\_\_/\_\_\_  
 Check # \_\_\_\_\_

## Extended Care Program - \$40/week

### 2020-2021 Registration Form

This form must be returned with the **required** \$40 registration fee.  
 Please make checks payable to The Early Learning Academy.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Toddler \_\_\_ Early Preschool \_\_\_ Preschool-3 \_\_\_ Pre-K4 \_\_\_

#### Emergency Contact Information/Pick-Up Permission:

Parent 1 Name: _____	Home: _____
Email: _____	Work: _____
	Cell: _____
Parent 2 Name: _____	Home: _____
Email: _____	Work: _____
	Cell: _____
Alternate Contact Name: _____	Home: _____
Relationship to Child: _____	Work: _____
	Cell: _____
Alternate Contact Name: _____	Home: _____
Relationship to Child: _____	Work: _____
	Cell: _____

Please indicate your **anticipated regular use** for Extended Care by checking the blocks below. If you are using After-Care, please indicate the time you expect to pick up your child (helps us plan staffing).

	Monday	Tuesday	Wednesday	Thursday	Friday
Before-Care (begins 7:30 a.m.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After-Care (ends 6:00 p.m.*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* An additional charge will be incurred for late pick-up; please see our Late Fee Policy for details.

Extended care cost is \$40/week regardless of how many hours a student attends. These programs operate on a first-come, first-served basis, and fill up quickly.

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Return to: Matthew Reardon Early Learning Academy, P.O. Box 14669, Savannah, GA, 31416



## **Extended Care Program Description (Before/After-Care)**

**Before/After-Care Hours and Procedures:** Before-Care begins at 7:30 a.m. After Care pick-up is no later than 6:00 p.m. An additional fee will apply for each and every late pick-up. Please see below for the late fee policy. When your child attends After-Care, please send a snack/drink (labeled "AFTER-CARE") with him or her to enjoy after school. If you need to reach the school during After-Care hours, please call the Main Office. After 4:30, leave a message, and the administrator on duty will periodically check for any such messages.

**Registration:** On the form below, you may register your child for extended care. Please denote before-care, after-care or both by checking off the appropriate boxes. This assists with staffing schedules. Extended care is \$50/week regardless of the number of hours used. This fee is non-refundable/negotiable (example: extreme weather days, student absences, etc.).

**Late Fee Policy:** The After-Care pick-up time is no later than 6:00 p.m. For any children not picked up by these times, a late fee will be charged as follows: Pick-up within the 1st 15 minutes incurs a \$20 late fee, and each additional 15 minutes incurs an additional \$35 late fee. Three or more late pick-ups will result in a \$50 late fee in ADDITION to the fees described above. Parents must be mindful that the After-Care staff may have other commitments. When you arrive late, this impacts two individuals, as two staff members must always be present in the building. MRELA must also compensate both of these employees for the additional time. We recognize that there are occasions in which parents may be delayed. However, it is the parents' responsibility to ensure that they have appropriate back-up plans in the event they are not able to arrive when expected.

**Registration Deadline:** Extended Care Registration forms must be received prior to using the extended care

services. If you have any questions or concerns, please feel free to contact us at:

ELADirector@matthewreardon.org or (912)228-8147.

**Transportation – The Early Learning Academy does not provide transportation for children.**