

Oak Harbor Christian School

2022 – 2023 EXTENSION REGISTRATION FORM

Child's Name	Grade	Before & After \$370/mo <small>*For 30+ Hrs/mo</small>	AM or PM \$185/ mo <small>*For 15+ Hrs/mo</small>	Hourly \$15/Hr Billed End of Month

Days Extension Time Will Be Needed:

Monday:
 Tuesday:
 Wednesday:
 Thursday:
 Friday:

Child's Est. Arrival Time _____ **Child's Est. Departure Time** _____

Before Hours: 6:30-8:30AM (Pre-K to 9:00AM) After Hours: 3:00-5:30PM

Please note: Preschool Tuition is **not** included in the Extension cost listed above.

Extension Payment Policy:

Extension will be billed on a monthly basis. All Extension fees are due by the 15th of each month. Payments received after the 15th day of the month in which they are due are delinquent and subject to a minimum late fee of \$15 or a 1.5% of the past due balance – whichever is greater.

The Nonpayment Policy will be applied after 30 days of nonpayment and is as follows:

- a. After 30 days of nonpayment, the parent(s)/guardian will receive a letter stating either the overdue balance must be paid, or arrangements made with the accounts receivable made with the accounts receivable within 10 days.
- b. After three (3) months of non-payment, student(s) will not be allowed to attend Extension until the amount is brought current. Ten (10) days prior to deadline, parent(s)/guardian will be advised in writing of this action.
- c. If the student(s) arrives at Extension, they will be brought to the Administrator's office and wait for their parent(s)/guardian to pick them up.
- d. A two-week notice is needed for early withdrawal, otherwise you will be billed at the monthly rate.
- e. A two-week vacation notice is needed in order for vacation credit to apply. Vacation credits will be done on a weekly basis.
- f. No child will be admitted to the new school year unless all monies owed from the previous school year are paid in full.

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- g. A fee of \$25.00 will be assess to an account if a “non-sufficient funds” check is returned to the school by the bank.
- h. The program ends at 5:30 pm. Late pick-ups will be charged \$1.00 for every minute late.

We have been presented the 2022-2023 Extension Program Fees and Payment Schedule. We hereby agree to the payment schedule and policies as set forth on this pledge form.

Parent/Guardian Signature _____ Date _____

Print Name _____

Address _____

Phone # _____