

# Oak Harbor Christian School

## 2021 – 2022 EXTENSION REGISTRATION FORM

Child's Name	Grade	Before & After \$360/mo <small>*For 30+ Hrs/mo</small>	AM or PM \$180/ mo <small>*For 15+ Hrs/mo</small>	Hourly \$12/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 15<sup>th</sup> of each month. Payments received after the 15<sup>th</sup> 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 2021-2022 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 # \_\_\_\_\_