

St Mark's
EPISCOPAL DAY SCHOOL
Extended Day Program

Dear St. Mark's Families,

Extended Day is open to all grades until 6 p.m. each day school is in session, as well as providing Early Morning Care beginning at 7:15 a.m. We also offer Holiday Care on many of the days school is not in session.

Early Learning Program I & II

- **Early Morning Care:** 7:15 a.m.–8 a.m. (no extra charge after registration fee has been paid)
- **Afternoon Care:** 12 p.m.–3:15 p.m. OR 12 p.m.–6 p.m.
Lunch, nap, and indoor/outdoor activities are part of the afternoon schedule.
EDP is available on the days your child attends the morning program. Students must be enrolled in EDP a minimum of two afternoons per week.

Pre-Kindergarten I & Pre-Kindergarten II

- **Early Morning Care:** 7:15 a.m.–8 a.m. (no extra charge after registration fee has been paid)
- **Afternoon Care:** 12 p.m.–1:30 p.m. OR 12 p.m.–3:15 p.m. OR 12 p.m.–6 p.m.
Lunch, nap (parent request) OR rest/story time, art activities, outdoor play, and free centers in the afternoon.

Kindergarten – Sixth Grade

- **Early Morning Care:** 7:15 a.m.–8 a.m. (no extra charge after registration fee has been paid)
- **Afternoon Care:** 3:15 p.m.–6 p.m.
Outdoor free-play on Berg Field and adjacent playground (weather permitting), games and indoor activities in the Lion's Den on cold or rainy days. Study Hall, facilitated by the EDP staff, begins at approximately 4 p.m. in the Lion's Den. Games and crafts are available after students complete their homework.

Option 1: A Consistent EDP Schedule

This is the most economical choice. You may choose the days and times you need your child to stay (see EDP registration form, available in front office or on website, to select options). Rates are calculated based on the number of school days (1/2 days are considered school days) and allocated over ten equal payments.

Option 2: Drop-In Care

Only available to Pre-K I - 6th grades, this is ideal if you anticipate using the program on an occasional basis. You must register for this choice on the EDP registration form, and then call or e-mail the EDP office at least 24 hours prior to the date you are requesting drop-in care in order to secure a place for your child on the requested day. This is necessary in order to provide appropriate student-teacher ratios.

We are so pleased you have chosen St. Mark's Episcopal Day School for your child. Please feel free to call me at 388-1070 or 382-5253 (cell) or e-mail abast@stmarksdayschool.org if you should have any questions.

Sincerely,

Angela Bast
Director of Extended Day Program



Extended Day Program (EDP) Registration Form

- The Extended Day Program registration and registration fee must be returned along with enrollment forms for school.
- Consistent schedule care is billed monthly in ten equal payments beginning August 1. These payments are calculated based on the number of school days and allocated over ten payments.
- Extended Day is often provided during school holidays. Additional rates apply during these times, unless your child is registered consistently 5 days a week until 6 p.m.; please see the EDP Rate Sheet and Holiday Reservation Form for details.
- Credit will not be given for absences or early pick-up.
- Students staying after registered pick-up time (late) will be billed \$8 per hour; except after 6 p.m., which will be billed \$10 every 10 minutes.
- If schedule changes are necessary, please notify the Director of EDP in advance.
 - Billing for permanent schedule changes will be re-calculated and pro-rated.
 - Temporary changes (ex: month to month) will be billed at the drop-in hourly rate of \$8 per hour.

Non-Refundable Registration Fee:

The first child in the family is \$30; each additional child is \$20. (The registration fee must accompany this form.)

Please indicate "X" beside the type of care, check the number of days, and circle which days (when choice is less than 5 day).

CONSISTENT SCHEDULE

	Early Morning	7:15 AM	No monthly charge if this form is completed, and EDP registration fee is paid.
	Lunch Bunch (Pre-K I & II Only)	12 – 1:30 PM	<input type="checkbox"/> 5 Day <input type="checkbox"/> 4 Day <input type="checkbox"/> 3 Day <input type="checkbox"/> 2 Day Please circle day(s): M T W TH F
	School Day (ELP, Pre-K I & II)	12 – 3:15 PM	<input type="checkbox"/> 5 Day <input type="checkbox"/> 4 Day <input type="checkbox"/> 3 Day <input type="checkbox"/> 2 Day Please circle day(s): M T W TH F
	Afternoon to Evening (ELP, Pre-K I & II)	12 – 6 PM	<input type="checkbox"/> 5 Day <input type="checkbox"/> 4 Day <input type="checkbox"/> 3 Day <input type="checkbox"/> 2 Day Please circle day(s): M T W TH F
	After School to Evening (Kindergarten – 6 th grade)	3:15 – 6 PM	<input type="checkbox"/> 5 Day <input type="checkbox"/> 3 Day <input type="checkbox"/> 2 Day Please circle day(s): M T W TH F

DROP-IN CARE

If you anticipate the need for Extended Day on a less frequent basis, you may register your pre-kindergarten I through sixth grade child under the EDP Drop-in status at the rate of \$8 per hour or a family rate \$12 per hour for 2 or more children. Drop-in care is available, provided availability, with an advance 24-hour reservation made by calling the EDP office or by e-mailing abast@stmarksdayschool.org.

Drop-in	Only available for PK-I through 6 th grade with required 24-hour reservation.
----------------	------------------------------------------------------------------------------------------

Student's Name: _____ Gender: _____ DOB: _____ Grade Entering: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Parent/Legal Guardian Name(s): _____

Parent/Legal Guardian work #: _____ Parent/Legal Guardian cell #: _____

Person responsible for EDP payment: _____



Extended Day Program (EDP)

Rates and Fees for 2011-2012

	EDP Rate for First Child		EDP Rate for Second	
	Annual Rate	Ten Payments Beginning Aug. 1*	Annual Rate	Ten Payments Beginning Aug. 1*
<u>Pre-K I & II:</u>				
12:00-1:30 p.m.				
5 Days/Week	\$1,110	\$111	\$1,000	\$ 100
4 Days/Week	\$ 890	\$ 89	\$800	\$ 80
3 Days/Week	\$ 670	\$ 67	\$600	\$ 60
2 Days/Week	\$ 440	\$ 44	\$400	\$ 40
12:00-3:15 p.m.				
5 Days/Week	\$2,180	\$218	\$1,960	\$ 196
4 Days/Week	\$1,750	\$175	\$1,580	\$ 158
3 Days/Week	\$1,310	\$131	\$1,180	\$ 118
2 Days/Week	\$ 870	\$ 87	\$780	\$ 78
12:00-6 p.m.				
5 Days/Week	\$3,480	\$348	\$3,130	\$ 313
4 Days/Week	\$3,090	\$309	\$2,780	\$ 278
3 Days/Week	\$2,310	\$231	\$2,080	\$ 208
2 Days/Week	\$1,540	\$154	\$1,390	\$ 139
<u>Grades K-6</u>				
3:15-6 p.m.				
5 Days/Week	\$1,770	\$177	\$1,590	\$159
4 Days/Week	\$1,420	\$142	\$1,280	\$128
3 Days/Week	\$1,060	\$106	\$ 950	\$ 95
2 Days/Week	\$ 710	\$ 71	\$ 640	\$ 64

*Monthly payments are calculated based on the number of school days and allocated over ten payments.

To participate in the Extended Day Program, an EDP registration form must be completed and the fee paid.

EDP REGISTRATION FEE:

\$30 for the first child
\$20 for each additional child

EARLY MORNING CARE:

ELP through sixth grade: 7:15 a.m. - 8 a.m.
Registration and fee required, no additional charge after registration

DROP-IN HOURLY RATES:

Pre-K I - Sixth Grade; (not available for ELP)
Reservations must be made and are subject to availability.
\$8 per hour for the first child
\$12 per hour family rate (2 children)

AFTER 6 PM FEES:

\$10 for every 10 minutes after 6 p.m.

Holiday Care

Holiday Care is offered on many of the days school is not in session. These days are to be pre-paid and are non refundable. Please use the Holiday Care Reservation form to register.

Students who are enrolled 5 days a week until 6 p.m. for the entire school year will not be charged for Holiday Care days.

All other students are charged \$6 per hour not to exceed \$50 per day.

Holiday Care Family Rate:
(2 children) is \$10 per hour not to exceed \$75 per day.
(3 children) is \$15 per hour not to exceed \$100 per day.



EPISCOPAL
DAY SCHOOL

Tuition and Fee Schedule 2011-2012

Early Learning Program I & II

(Students who will be one or two years old by 9/1/11)

	Total Tuition Amount	Enrollment Deposit (non-refundable, due with enrollment, applied to tuition)	PAYMENT OPTIONS		
			Annual Payment* (Due Aug. 1)	Semi-Annual Payments* (Due Aug. 1, Jan. 1)	Ten Monthly Payments (Beginning Aug. 1)
2 Days / Week 8:15 a.m. - 12 p.m.	\$2,085	\$125	\$1,920	\$970	\$196
2 Days / Week + EDP** 8:15 a.m. - 3:15 p.m.	\$2,985	\$155**	\$2,790	\$1,405	\$283
2 Days / Week + EDP** 8:15 a.m. - 6 p.m.	\$3,655	\$155**	\$3,460	\$1,740	\$350
3 Days / Week 8:15 a.m. - 12 p.m.	\$3,125	\$125	\$2,940	\$1,485	\$300
3 Days / Week + EDP** 8:15 a.m. - 3:15 p.m.	\$4,465	\$155**	\$4,250	\$2,140	\$431
3 Days / Week + EDP** 8:15 a.m. - 6 p.m.	\$5,465	\$155**	\$5,250	\$2,640	\$531
5 Days / Week 8:15 a.m. - 12 p.m.	\$5,215	\$125	\$4,990	\$2,520	\$509
5 Days / Week + EDP** 8:15 a.m. - 3:15 p.m.	\$7,425	\$155**	\$7,170	\$3,610	\$727
5 Days / Week + EDP** 8:15 a.m. - 6 p.m.	\$8,725	\$155**	\$8,470	\$4,260	\$857

*Discounts for annual and semi-annual payment plans are reflected in the payment amount.

**Includes Extended Day Program (EDP) for the specified time in the afternoon. A \$30 per child EDP registration fee is included with the enrollment deposit; please see the EDP registration form for extra details.

Application Fee: \$50.00 (Non-refundable) - One-time fee for students new to St. Mark's, due at application.

The Enrollment Deposit:

The \$125 **non-refundable** enrollment deposit is applied toward tuition and is due at the time of enrollment.

Early Learning Program Tuition Payment Schedules:

You may choose to pay tuition according to three time schedules:

1. Annual Payment: Due August 1, 2011
2. Semi-Annual Payments: Due August 1, 2011, and January 1, 2012
3. Ten Monthly Payments: Begin August 1, 2011

Payment Methods

You may pay tuition by cash, check, or through your banking institution's online bill pay service.

For your convenience, we will accept Visa, MasterCard, and Discover for one-time, annual tuition payments only. The annual tuition discount will be forfeited in lieu of the credit card service processing fee.

Absences and Withdrawals

No adjustment of tuition or fees can be made by the school for absences. A written request for a withdrawal must be received by the Director of Admission two weeks prior to the withdrawal. Any unpaid balance is due upon the student's withdrawal.

Early Morning Care 7:15 a.m. - 8 a.m.

Care is available beginning at 7:15 a.m. for Early Learning Program students, at no charge, after the initial Extended Day Program registration fee of \$30 per child has been paid and the Extended Day registration form is completed and returned.