



## Extended Day Program

# CREATE!

**Whether it is creating time for friendships to grow,  
creating an atmosphere of exploration, inquiry and excitement,  
or creating enriching activities like art, music, Chinese, and science.....  
St. Mark's Extended Day Program is committed to providing a loving,  
nurturing environment with a variety of challenging and exciting activities  
for our very youngest in the Early Learning Program I  
up through students in sixth grade.**

Extended Day is open to all grades from 7:15 a.m. until 6 p.m. each day school is in session.  
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 a combination of developmentally appropriate activities such as art, music, library, Spanish, and outdoor play are part of our 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.–3:15 p.m. OR 12 p.m.–6 p.m.  
Lunch, a rotating wheel of enrichment experiences (art, music, science, Chinese, and physical fitness games/activities), creating opportunity for play with peers, as well as rest/story time are part of our afternoon schedule.  
We also partner with Village Dance and will escort Pre-K I and II students to a combination ballet, tap, and gymnastics class on Mondays at 3 p.m. (you must register through Village Dance, 2923 Manitou Avenue, (904) 388-1223).

### 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.  
Join us for basketball, soccer, and play on Berg Field and the playground (weather permitting) as we unwind before we begin Homework Help facilitated by EDP staff, which begins at approximately 4 p.m.  
Students also have the opportunity to participate in our After School Enrichment Program where students may choose from a variety of classes such as Flag Football, Cooking, Lego Engineering/Robotics, Chess, Chinese, Guitar, and Percussion.

#### **Option 1: Full Year Enrollment** (ELP II - Kindergarten only)

Enroll for a consistent year-round schedule, June - May, choosing which days and times fit your schedule. Rates are payable with a consistent 12 month payment plan (annual and semi-annual plans also available). Holiday Care, Summer Camp, and Extended Day is all included. You must register for this option on your Enrollment Contract.

#### **Option 2: Academic Year EDP Schedule**

You may choose the days and times you need your child to stay during the academic school year (see EDP registration form 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 3: Drop-In Care** (Pre-K I - 6th grade only)

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.



# Extended Day Program (EDP)

## Rates and Fees for 2012-2013 Academic Year

	EDP Rate for First Child		EDP Rate for Second Child	
	Annual Rate	Ten Payments Beginning Aug. 1*	Annual Rate	Ten Payments Beginning Aug. 1*
<b><u>ELP I &amp; II:</u></b>				
12-3:15 p.m.				
5 Days/Week	\$2,290	\$229	\$2,060	\$206
3 Days/Week	\$1,380	\$138	\$1,240	\$124
2 Days/Week	\$ 920	\$ 92	\$ 830	\$ 83
12-6 p.m.				
5 Days/Week	\$3,650	\$365	\$3,290	\$329
3 Days/Week	\$2,420	\$242	\$2,180	\$218
2 Days/Week	\$1,620	\$162	\$1,460	\$146
<b><u>Pre-K I &amp; II:</u></b>				
12-3:15 p.m.				
5 Days/Week	\$2,260	\$226	\$2,040	\$204
3 Days/Week	\$1,360	\$136	\$1,230	\$123
2 Days/Week	\$ 910	\$ 91	\$ 820	\$ 82
12-6 p.m.				
5 Days/Week	\$3,620	\$362	\$3,260	\$326
3 Days/Week	\$2,400	\$240	\$2,160	\$216
2 Days/Week	\$1,600	\$160	\$1,440	\$144
<b><u>Grades K-6</u></b>				
3:15-6 p.m.				
5 Days/Week	\$1,840	\$184	\$1,660	\$166
3 Days/Week	\$1,100	\$110	\$ 990	\$ 99
2 Days/Week	\$ 740	\$ 74	\$ 670	\$ 67

\*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 registration 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 in Full Year Enrollment or 5 days a week until 6 p.m. for the academic 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

# Academic Year 2012-2013 Tuition and Fee Schedule Early Learning Program I & II

(Students who will be one or two years old by 9/1/12)

	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.	\$2,190	\$350	\$1,822	\$915	\$184
2 Days / Week + EDP** 8:15 a.m. - 3:15 p.m.	\$3,140	\$350	\$2,772	\$1,390	\$279
2 Days / Week + EDP** 8:15 a.m. - 6 p.m.	\$3,840	\$350	\$3,472	\$1,740	\$349
3 Days / Week 8:15 a.m. - 12 p.m.	\$3,290	\$350	\$2,910	\$1,463	\$294
3 Days / Week + EDP** 8:15 a.m. - 3:15 p.m.	\$4,700	\$350	\$4,320	\$2,168	\$435
3 Days / Week + EDP** 8:15 a.m. - 6 p.m.	\$5,740	\$350	\$5,360	\$2,688	\$539
5 Days / Week 8:15 a.m. - 12 p.m.	\$5,480	\$350	\$5,080	\$2,552	\$513
5 Days / Week + EDP** 8:15 a.m. - 3:15 p.m.	\$7,800	\$350	\$7,400	\$3,712	\$745
5 Days / Week + EDP** 8:15 a.m. - 6 p.m.	\$9,160	\$350	\$8,760	\$4,392	\$881

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

\*\* Includes Extended Day (EDP) for the specified time in the afternoon.

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

**The Enrollment Deposit:**

The \$350 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, 2012
2. Semi-Annual Payments: Due August 1, 2012 and January 1, 2013
3. Ten Monthly Payments: Begin August 1, 2012

**Payment Methods**

You may pay tuition by cash, check, or through your banking institution's online bill pay service. Paperless statements are provided each month online.

**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 Enrollment 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.



# Extended Day Program (EDP) Registration Form

NOTE: If you are enrolled for the Full Year Enrollment, (June 2012 – May 2013),  
you DO NOT need to complete this form or submit any additional payment.

- 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 enrolled for the Full Year Enrollment, or registered consistently 5 days a week until 6 p.m.; please see the EDP 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 ACADEMIC SCHOOL YEAR SCHEDULE

<b>Early Morning</b>	7:15 AM	No monthly charge if this form is completed, and EDP registration fee is paid.
<b>School Day</b> (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
<b>Afternoon to Evening</b> (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
<b>After School to Evening</b> (Kindergarten – 6 <sup>th</sup> 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](mailto:abast@stmarksdayschool.org).

<b>Drop-in</b>	Only available for PK-I through 6 <sup>th</sup> grade with required 24-hour reservation.
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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) Holiday Care Reservation Form, 2012-2013

The Extended Day Program offers Holiday Care on many of the days school is not in session. Return this form with the required payment in order to secure your child a reservation for any of these holidays. Fees for school holidays are to be prepaid and are non-refundable. *Please note, children must be initially registered with the EDP program to attend on Holiday Care days.*

**EDP Holiday Rates:**

**7:15-8AM**= no charge     **8AM-12noon**= \$24/day     **8AM-3:15PM**= \$40/day     **8AM-6PM**= \$50/day

**Family Rates:**

**2 Children** @ \$10 per hour, not to exceed \$75/day     **3 Children** @ \$15 per hour, not to exceed \$100/per day

**EXCEPTIONS:** Students who are enrolled for *Full Year Enrollment*, or, *5 days a week until 6 p.m. for the academic year* may attend Holiday Care days **at no extra charge**. Please complete this form to let us know which days your child will attend.

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_ Parent's name: \_\_\_\_\_  
 \_\_\_\_\_ Grade: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Grade: \_\_\_\_\_ Check Amount: \_\_\_\_\_  
*Checks payable to St. Mark's Episcopal Day School*

**Holiday Care Days:** Please place an "X" beside the time(s) your child will be in EDP each day.

<b>October 2012</b>				
Monday, October 8	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
<b>November 2012</b>				
Thursday, November 1	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
Monday, November 26	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
<b>December 2012 (Christmas Break)</b>				
Monday, December 17	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
Tuesday, December 18	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
Wednesday, December 19	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
Thursday, December 20	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
Friday, December 21	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
<b>January 2013</b>				
Wednesday, January 2	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
<b>February 2013 (Winter Break)</b>				
Friday, February 15	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
<b>March 2013 (Spring Break)</b>				
Monday, March 25	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
Tuesday, March 26	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
Wednesday, March 27	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
Thursday, March 28	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
<b>April 2013</b>				
Monday, April 1	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM
Friday, April 26	<input type="checkbox"/> 7:15-8 AM	<input type="checkbox"/> 8AM-Noon	<input type="checkbox"/> 8AM-3:15PM	<input type="checkbox"/> 8AM-6PM

**The Extended Day Program (EDP) Will Be Closed These Dates in 2012-2013**

- |                       |                         |                     |                         |
|-----------------------|-------------------------|---------------------|-------------------------|
| Mon-Fri, August 6-10  | Wednesday, November 21  | Tuesday, January 1  | Monday, May 27          |
| Mon-Fri, August 13-17 | Thursday, November 22   | Monday, January 21  | Friday, May 31          |
| Monday, August 20     | Friday, November 23     | Monday, February 18 | Monday-Friday, June 3-7 |
| Monday, September 3   | Mon-Fri, December 24-28 | Friday, March 29    |                         |
| Friday, September 21  | Monday, December 31     |                     |                         |