

**Greenhouse Montessori School**  
**Extended Program Agreement Form | 2014-2015**

Child Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

**Monthly Unlimited Use from 2:50 to 5:30pm**

**3 Day AM/PM:** \$175.00

**4 Day AM/PM:** \$225.00

**5 Day AM/PM:** \$275.00

Before care is billed separately at \$5.50/hour. Before care is from 7:30-8:15 and aftercare begins at 2:50 and ends at 5:30 PM. The monthly extended care rates listed above are not available for prorating regardless if you choose to have your child stay to 5:30. \_\_\_\_\_ (initial)

**Hourly:** If you choose to be billed hourly for before care, at a rate of \$5.50/hour, this schedule must be consistent in days and time. Please note that time is billed in 60 minute increments. It will not be an option to swap days or add time without prior notice and approval. To deviate from the designated schedule, notice must be given more than a day ahead of time on the main phone line (480) 635 0386, and approved by an administrator. In this situation, the additional time and/or days will be billed at an increased rate of \$10/hour. \_\_\_\_\_ (initials)

**Extended Care Schedule-**

Child Name	Days of Care (please list all days needed)	Time of Drop Off	Time of Pick Up

**Late Pick Up Fee:** Late pick up fee of \$1 per minute after 5 minutes past hour of scheduled pick up. Please call to let us know if you are running late. A five minute grace period is given to accommodate unforeseen circumstances. You will be charged \$1 per minute past the five minute mark of pick up time. For example, a pickup of 11:40 for an 11:30 release will be charged \$5. There will be a form provided by the attending staff for you to fill out acknowledging the late pick up and appropriate fee. This fee will be added to that month's invoice. Excessive "late pick-ups" or non-payment of "late pick up fees" will jeopardize your child's enrollment in the program. \_\_\_\_\_ (initials)

**Illnesses/Vacations:** Greenhouse Montessori does not give refunds for days your child is absent due to illnesses, vacations or other personal reasons. Additionally, extended care is not guaranteed on early release days. \_\_\_\_\_ (initials)

**Commitment:** Enrollment in the Extended Program must be for a minimum of three months. The parent/guardian(s) may opt out of the program in writing before 30 days prior to the first day of school, at which time the three month minimum requirement will be waived. Any cancellations of enrollment less than thirty days prior to the first day of school will be charged for the three month minimum timeframe. Once the student has started the program and has met the three month requirement, withdrawal from the program requires 30 days notice in writing to avoid the following month's charge. Payment will be prorated to the next half month based on the stated withdrawal date. Additional time outside of my scheduled time, with more than a days notice, is dependent on availability and will be charged an hourly rate of \$10/hour. Notice must be given on the main phone line (480)635 0386. \_\_\_\_\_ (initials)

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Greenhouse Montessori Approval: \_\_\_\_\_ Date: \_\_\_\_\_