

City of Lakes Waldorf School
Extended Day Program Registration for 2007-2008 School Year
Mail To: 2344 Nicollet Avenue South, Minneapolis, MN 55404

Please read the attached policy and use this form to register your child(ren), Grades K–5 for the extended day program. Please use separate forms for each child registered for extended day if their schedules are different.*

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

 Parent/Legal Guardian's Name Phone(day) Cell/Pager

 Parent/Legal Guardian's Name Phone(day) Cell/Pager

Names of persons other than parents who are authorized to pick up your child:

Registration: Schedule applies to all children listed above:

HOUR I: 3:15 TO 4:15 Mon Tues Wed Thur Fri
 Pick-up time by 4:15 Circle Days

HOUR II: 4:15 TO 5:15 Mon Tues Wed Thur Fri
 Pick-up time by 5:15 Circle Days

Bus Days (if Minneapolis Resident) Mon Tues Wed Thur Fri
Circle Days

You will be billed on the first day of the month with a fee of \$5.00 per hour, per day, per child for all registered Extended Day participants. There is no refund for sick or planned absences. By signing below you agree to the terms of the City of Lakes Waldorf School Extended Day program policy attached to this agreement and registration form. A 30-day notice is required for cancellation of the Extended Day Program.

 Parent/Guardian Signature Date

**If you are in need of Extended Day care for a child, Grades 6 through 8, please indicate above. Will make an attempt to accommodate these students through the creation of a study hall or extended day helper position.*

Extended Day Program Policies 2006/2007

STATEMENT OF PURPOSE: City of Lakes Waldorf School provides an Extended Day for those families who are in need of a safe and supervised environment beyond the end of the school day.

BILLING: Registration and payment information must be complete before participation. Refunds/discounts are not available for absentees or early pick up.

EXTENDED DAY ABSENCES: Please notify the office if your child is in school but is not attending the Extended Day program on a day when they are registered.

GENERAL INFORMATION:

- Please send extra food for your child for a snack at the end of the day.
- Please be on time for pick-up to ensure the integrity of the program.
- The Extended Day program is not provided on the days when school is dismissed at noon.
- No students should be in the building after 3:15 pm unless they are in Extended Day or with a parent or parent supervisor (after school sports, play rehearsal, etc.) This does not include students whose ride is late at the regular 3:15 pick-up, who will be brought to the office by their teacher.
- Extended Day is available primarily for K-5 and will be limited in numbers to accommodate the ratio of care provider/student. Some extra-curricular classes offered as part of our Extended Day Program will be open to 7th and 8th graders.
- The school office will be staffed until 5:30 pm Monday through Friday.

EXTENDED DAY EXPECTATIONS: Extended Day students will abide by the *Expected Behavior and Attitudes* as listed in the Parent Handbook including:

- The students will be respectful to their teacher and other students.
- The students will not go out of the designated program space without permission from the teacher and will listen to oral or written instructions from the teacher.
- The students will report to the designated extended day room on time no later than 3:15 pm.

DISMISSAL: If your child's behavior has caused repeated disturbances and the staff feels it is detrimental to the overall program and not in line with the expected behaviors, we will request a conference with you. A reasonable time will be set for a cooperative effort between staff and family to solve the problem. If the behavior cannot be resolved, your child will not be able to participate in the program.