



City of Lakes Waldorf School
Extended Day Program Registration for 2014-2015 School Year
Forms may be mailed to: 2344 Nicollet Avenue South, Minneapolis, MN 55404;
Faxed to 612-767-1551 or emailed to admin@clws.org

Please read the attached policy and use this form to register your child(ren) for the Extended Day program.

First Child's Name _____ **Grade** _____ **Effective date:** _____
AFTERNOON HOUR I: 3:15 TO 4:15 p.m. ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri (Pick-up time by 4:15*)
AFTERNOON HOUR II: 4:15 TO 5:15 p.m. ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri (Pick-up time by 5:15*)
4:15 p.m. Bus** ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri

Second Child's Name _____ **Grade** _____ **Effective date:** _____
AFTERNOON HOUR I: 3:15 TO 4:15 p.m. ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri (Pick-up time by 4:15*)
AFTERNOON HOUR II: 4:15 TO 5:15 p.m. ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri (Pick-up time by 5:15*)
4:15 p.m. Bus** ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri

Third Child's Name _____ **Grade** _____ **Effective date:** _____
AFTERNOON HOUR I: 3:15 TO 4:15 p.m. ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri (Pick-up time by 4:15*)
AFTERNOON HOUR II: 4:15 TO 5:15 p.m. ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri (Pick-up time by 5:15*)
4:15 p.m. Bus** ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri

***A late pickup fee of \$5 will assessed each time you are late picking up your child.**

****Public school bus is available to Minneapolis residents in Zone 3 in Kindergarten thru grade 8; not available to pre-Kindergartners**

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

_____	_____
(Name)	(Cell Phone)
_____	_____
(Name)	(Cell Phone)
_____	_____
(Name)	(Cell Phone)

You will be billed on the first day of the month with a fee of \$7.00 per hour, per day, per child for registered Extended Day. Non-registered, drop-in participants will be billed at a rate of \$10 per hour. 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 Policies on the reverse. A 30-day notice is required for cancellation of the Extended Day Program.

Parent/Guardian Signature

Date

EXTENDED DAY PROGRAM POLICIES

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 school day.

BILLING

Registration must be complete before participation. You will be billed for Extended Day via TADS, our billing vendor. Payment may be made to TADS via electronic check, Master Card, or by mailing payment directly to TADS at: 1201 Hawthorne Ave Suite 100, Minneapolis MN 55403. Be sure to write CLWS in the memo line. Refunds/discounts are not available for absentees or early pick up. A late pickup fee of \$5 will be assessed each time you are late picking up your child.

DROP IN

Drop-in extended day care is available if space permits at a rate of \$10 per hour per child. Please call the office to inquire about drop-in Extended Care. Drop-ins may be paid for via check or cash at the time of pickup, or will be billed via TADS for your convenience.

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. A late pickup fee of \$5 will be assessed each time you are late picking up your child.
- 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.)
- Extended Day is available for Pre-K-8 and will be limited in numbers to accommodate the ratio of care provider/student.
- 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.