



The Matthew Reardon

EARLY LEARNING ACADEMY

for the love of children

2019-2020 EXTENDED CARE PROGRAM

Extended Care Program Description (Before/After-Care)

Before/After-Care Hours and Procedures: Before-Care begins at 7:30 a.m. After Care pick-up is no later than 6:00 p.m. An additional fee will apply for each and every late pick-up. Please see below for the late fee policy. When your child attends After-Care, please send a snack/drink (labeled “AFTER-CARE”) with him or her to enjoy after school. If you need to reach the school during After-Care hours, please call the Main Office. After 4:30, leave a message, and the administrator on duty will periodically check for any such messages.

Registration: On the form below, you may register your child for extended care. Please denote before-care, after-care or both by checking off the appropriate boxes. This assists with staffing schedules. Extended care is \$60/week regardless of the number of hours used. This fee is non-refundable/negotiable (example: extreme weather days, student absences, etc.).

Late Fee Policy: The After-Care pick-up time is no later than 6:00 p.m. For any children not picked up by these times, a late fee will be charged as follows: Pick-up within the 1st 15 minutes incurs a \$20 late fee, and each additional 15 minutes incurs an additional \$35 late fee. Three or more late pick-ups will result in a \$50 late fee in ADDITION to the fees described above. Parents must be mindful that the After-Care staff may have other commitments. When you arrive late, this impacts two individuals, as two staff members must always be present in the building. MRELA must also compensate both of these employees for the additional time. We recognize that there are occasions in which parents may be delayed. However, it is the parents’ responsibility to ensure that they have appropriate back-up plans in the event they are not able to arrive when expected.

Registration Deadline: Extended Care Registration forms must be received no later than August 7, 2019. Extended Care program fills up quickly, so get your registrations in early! If you have any questions or concerns, please feel free to contact us at ELADirector@matthewreardon.org or (912)355-9098.

Transportation – The Early Learning Academy does not provide transportation for children.



For office use only
Rec'd: ___/___/___
Check # _____

Extended Care Program - \$60/week

2019-2020 Registration Form

This form must be returned with the **required** \$50 registration fee no later than **August 7, 2019**.

Please make checks payable to Matthew Reardon Early Learning Academy.

Child's Name: _____ Date of Birth: ___/___/___

Toddler ___ Early Preschool ___ Preschool-3 ___ Pre-K4 ___

Emergency Contact Information/Pick-Up Permission:

Parent 1 Name: _____	Home: _____
Email: _____	Work: _____
	Cell: _____
Parent 2 Name: _____	Home: _____
Email: _____	Work: _____
	Cell: _____
Alternate Contact Name: _____	Home: _____
Relationship to Child: _____	Work: _____
	Cell: _____
Alternate Contact Name: _____	Home: _____
Relationship to Child: _____	Work: _____
	Cell: _____

Please indicate your **anticipated regular use** for Extended Care by checking the blocks below. If you are using After-Care, please indicate the time you expect to pick up your child (helps us plan staffing).

	Monday	Tuesday	Wednesday	Thursday	Friday
Before-Care (begins 7:30 a.m.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After-Care (ends 6:00 p.m.*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* An additional charge will be incurred for late pick-up; please see our Late Fee Policy for details.

Extended care cost is \$60/week regardless of how many hours a student attends. A minimum of 5 students must register for a class to be run. These programs operate on a first-come, first-served basis, and fill up quickly.

Parent Name: _____ Parent Signature: _____ Date: ___/___/___

Return to: Matthew Reardon Early Learning Academy, P.O. Box 14669, Savannah, GA, 31416