

EXTENDED DAY OPTION

The school day at Discovery Montessori is from 9:00 to 3:30 but we are open from 7:30 to 5:30, Monday-Friday. If you need before school and/or after school care (dropping off before 8:45 and/or picking up after 3:30) you may sign up for the extended day option. We strive to offer the same high quality program during our early morning and afternoon hours as we do during the school day, and it is important for children to have a consistent schedule, so families in our extended day program must register for the extra hours. Knowing from day to day how many children are enrolled allows us to appropriately plan activities and meet the staffing needs.

EXTENDED DAY REGISTRATION

The fee for the extended day program is \$5/hour and is billed in advance along with your tuition payment. For example, the tuition and extended day fee for November is due on November 1st. The extended day fee is part of your monthly tuition with no fee adjustments due to absences for illness, vacation or school closings. If you are registered for the extended day program and arrive earlier than what you are signed up for or pick up later, you will be invoiced at \$10/hour in half hour increments for hours in excess of what you pre-paid.

We realize that work schedules change from time to time so to accommodate that reality, we allow families three changes a year (August – July) to their extended day schedule without a schedule change fee. After the three allowed changes, there will be a \$25 fee each time you change your drop off or pick up time. The new schedule will be **effective the first of the month**; to change your schedule, you must submit a *Before and After Care Change Form* **no later than the 12th of the month preceding the effective date**. Please email Judi at Judi@discoveryasheville.com to request the change form. Adding hours or days is subject to approval based on space availability.

Please do not submit your change request to the classroom teacher. The form should be returned to the in-box outside the office in the entrance foyer. This process is only applicable for the extended day program; if you need to add or reduce school days, please contact Cara or Brookes directly.

To register for extended day hours, please complete the *Extended Day Registration Form* and return it to the in-box outside the office in the front foyer.

OCCASIONAL NEED FOR EXTENDED DAY

We also realize that you may not need the extended day option on a regular basis, but a meeting, appointment or some other event may require you to arrange for an early arrival or late pick up on a specific day. We will make every effort to accommodate you based on space availability and staffing. Please put your request in writing using the form provided in the front foyer and return the form to the in-box outside the front foyer office. Please **do not** make the request through email nor through the classroom teacher.

Late pick ups and/or early arrivals with 48 hours written notice will be billed at \$8/hr. in half-hour increments. Extra hours that are not pre-arranged within the 48 hour time frame will be billed at \$12/hr. in half hour increments. Aftercare and before school care staffing plans are based on the anticipated number of children in attendance, therefore once your request for additional hours is made you will be charged accordingly even if your plans change and you don't need the extra time.

AFTER HOURS PHONE NUMBER

If you will be more than 5 minutes late from your usual pick-up time, please call the school to assure us that someone is on the way, especially if your pick-up time is 5:00 or later. If nobody answers the school phone number, we have an after hours number that you can call: **828-707-6890**. You won't be able to leave a message on that number but a staff member will see a missed call if she was unable to answer and someone will call you back.

LATE PICK-UPS AFTER 5:30

Picking up after 5:30 requires staff to stay after closing. Please be aware of our fees for late pick-ups after 5:30 in our Tuition and Fees Agreement.

EXTENDED DAY REGISTRATION

Childs' Name _____

Date _____

Parent Signature _____

Effective Date for extended day _____

The school is open from 7:30 to 5:30. School day hours are 9:00 to 3:30.

Monday Tuesday Wednesday Thursday Friday

Drop off time _____ _____ _____ _____ _____

Pick up time _____ _____ _____ _____ _____