



Southside United Methodist Preschool
3120 Hendricks Avenue, Jacksonville, FL 32207 | 904.396.2676

EXTENDED DAY PROGRAM

Extended Day is offered at Southside United Methodist from 1:00 to 3:30, Monday through Friday. There are a few days during the year, that Extended Day is not offered (*usually the day before a holiday*). Extended Day is a monthly advance sign-up program. Drop-in Extended Day will be available if there are still spaces after all monthly sign-ups. For Drop-in Service please call the Preschool Office to check availability. Please do not ask the teachers since they are unaware of the number of spaces available. Parents using advance sign-up will have the option of selecting the number of days per week that they will need Extended Day for the month. Parents can choose one of several rate plans listed on the next page.

Plan choice must be turned in by the 25th of each month in order to prepare in advance our staffing, monthly Extended Day lists, and determine allowable number of drop-ins to be within DCF ratios. If the 25th of the month falls on a weekend or holiday, advance reservations are due the last school day prior to the 25th.

GUIDELINES

1. Both Registration Fee and Curriculum Enhancement Fee must be paid in order to participate in Extended Day, including 4 Day VPK students since this service is outside of the 540 instructional hours of the VPK program.
2. Extended Day is available to children in the Twos, Threes or Fours. Children do not take naps during Extended Day. Therefore, we sometimes see that the day proves to be too long for some children and they may not be ready for the full length of Extended Day. In this case, the teacher and/or director will discuss with parent a delayed start or temporary pause in participation in Extended Day.
3. Plans may not be changed or refunded during the month. Plans can change from month to month. For example, you could choose to go with the Monthly 3 day per week plan and select Mondays, Wednesdays, and Fridays. The next month you could continue with the Monthly 3 day per week plan but change days to Mondays, Tuesdays, and Wednesdays.....Or..... You could select a different rate plan altogether. In any case, you must choose specific days of the week for the entire month. Swapping days due to absence or school holidays is not permitted.
4. Each plan provides a discounted rate with the greatest discount being provided the more days your child stays. Rates will be discounted 50% for the second child in the same family. No additional discounts will be given for the months that contain a holiday, planning day, or emergency school closing due to weather, power outages, and any other situations that would deem the school unsafe or unsanitary for children. December is a short month due to Christmas holiday and is usually discounted 50%. There will be NO EXTENDED DAY on the last day of school before Thanksgiving, Christmas, Spring Break, and Easter Holidays, There will be NO EXTENDED DAY on the last day of school.
5. Drop-in Extended Day is available at \$15.00 per day if space is available after all monthly participants have been counted. If you need to use the drop-in service, please availability by calling the Preschool Office. Please call after 10:00 a.m. once attendance has been taken and reported to the preschool Office. Extra spaces may be available if a student who stays regularly is absent.
6. Once you are signed up for Monthly Extended Day sessions, you will continue to be billed on your monthly invoice unless a written request is received to withdraw from the monthly Extended Day Program. Payment is due along with monthly tuition for all Extended Day sessions used during that billing period
7. All New Extended Day Monthly reservation or changes to existing monthly reservations must be submitted by the 25th of each month prior to month you want to begin or change your current plan. This cut-off date allows the Preschool Office staff time to prepare the Weekly Extended Day list for the upcoming month. Any Registrations received after the 25th but before the 1st of the next month may be added if there is availability but are subject to an administrative charge of \$10.00 for reprocessing the multiple monthly lists, adjusting monthly ledger, etc. that were completed by the 25th. After the last day of the month, only Drop-in service is available at the Drop-in rate until the next sign up for the next month.
8. Payments for Extended Day must be kept current. Delinquent payments will result in discontinuation in the program until payment is brought up to date.
9. The first month of Extended Day (September) must be prepaid by the 25th of August.
10. There will be an additional charge of \$1.00 per minute after 3:30 which will be assessed on your next monthly bill. If there are extenuating circumstances such as traffic accidents, unexpected illness or emergencies, please call the Preschool office if possible to let us know you have been detained and will be late.



MONTHLY EXTENDED DAY REGISTRATION FORM

This form is optional
**REQUIRED ONLY IF YOU ARE
PARTICIPATING**

Southside United Methodist Preschool
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Child's Name (Please print) _____

Parents Name: _____

Phone Number: _____

_____ - 1 Day a week per month - \$50.00 a month -
Indicate Day of week to be used— circle ONE day: M TU W TH F

_____ - 2 Days a week per month - \$80.00 a month -
Indicate Days of week to be used— circle TWO days: M TU W TH F

_____ - 3 Days a week per month - \$110.00 a month -
Indicate Days of week to be used— circle THREE days: M TU W TH F

_____ - 4 Days a week per month - \$130.00 a month -
Indicate Days of week to be used— circle FOUR days: M TU W TH F

_____ - 5 Days a week per month - \$150.00 a month -
Child will stay everyday M – F, unless school holiday or notified no Ext. Day

DROP-IN EXTENDED DAY IS OFFERED AT A COST OF \$15.00 A DAY IF THERE IS SPACE AVAILABLE AFTER ALL MONTHLY PARTICIPANTS HAVE BEEN COUNTED. PLEASE CALL THE PRESCHOOL OFFICE TO CHECK AVAILABILITY.

I agree to the terms and Guideline of the Monthly Extended Day Program and understand that it is a MONTHLY term and that no changes can be made until the next monthly term. I further understand that I am not eligible for any refund of unused days or holidays that are a part of the regular school calendar.

Signature

Date