

Afternoon Care 2009-10 Sign-up Sheet

To enroll, please complete this form and return it to the school office.

Date: _____

Student's Name: _____ Class: _____

Hort Rates	Cost	Check your choice/ Indicate choice of day(s)
Standard Rates		
Monthly 5 days a week (1:50 pm – 6:00 pm)	\$ 550 / month	
Daily/Hourly (1:50 pm – 6:00 pm)	\$ 12 / hour	
Holiday / Day Off Rates		
With monthly sign up (8:30 am – 1:50 pm)	\$ 37 / day	
Daily (8:30 am – 6:00 pm)	\$ 9 / hour	

Hort Rules:

- All sign-ups must be submitted to the Office Manager in writing.
- All reservations are on a first come first serve basis. Precedence is given to those signing up full time.
- Drop ins are accepted if space is available.
- Billing will be by the 10th of the month for the previous month. Payment is due by the 15th, after that a late fee of \$ 25 will be assessed.
- Monthly sign-ups will be billed half of the monthly rate for August and half for June.
- All changes / cancellations for monthly sign-ups must be submitted to the Office Manager **in writing**.
- All changes / cancellations for hourly sign-ups must be submitted to the Office Manager **in writing** 24 hours in advance. No shows will be billed for 4 hours.
- Vacations / Holidays / Days Off have special sign-ups. **Everybody** needs to sign-up with the Office Manager in writing.
- Late pick-ups (after 6 pm) will be charged \$ 1 / minute.