



2011/2012 – How to Use the Extended Day Program (EDP)

The EDP program will be prepay only 2011/2012

Step 1: Complete a 2011/2012 EDP registration form and pay the \$50 registration fee.

Step 2: Complete a 2011/2012 EDP Prepay Authorization Form. You must complete the entire form, including your Mastercard, VISA, or Discover credit/debit card information.

Step 3: Nativity will charge your card \$240. We will then deduct at a rate of \$5/hr/child from the \$240 amount. Any unused balance will roll over until the entire amount is used. You will automatically be charged each time your balance reaches \$15.00.

Non-registered use of the program:

- Families who do not complete the above steps, and use EDP, will be charged a minimum of \$20.00/child/per use of the program. Emergency situations will be evaluated on an individual basis.

IMPORTANT INFORMATION FOR USING EDP:

- The minimum charge for EDP use is one quarter hour at a rate of \$1.25/child.
- The weekly maximum is \$60/child.
- All students who participate in extracurricular activities must be picked up promptly. Students remaining on campus more than 15 minutes after dismissal from an activity will be sent to the “Extended Day” classroom. The hourly fees above will be assessed.
- As has been our policy, students arriving to Extended Day after carline will be charged from school dismissal at 2:50 p.m.
- Students picked up after 6:15 p.m. will be charged a late pick up fee of \$1/minute regardless of whether the maximums have been met.
- Any child that does not sign in upon arrival and/or is not signed out by a Parent on the daily attendance sheets **will be charged the \$20 non-registered rate.**

Invoices and Late Payments:

- Statements and/or Invoices are generated monthly, and payment is due upon receipt.
- All late payments may be subject to a \$50.00 “Late Payment Fee”.
- Any account that is past due by more than 15 days may be subject to having your child’s Extended Day privileges suspended, and their class seat may be in jeopardy.