

Troy Elementary School 2021-2022 Extended Day Policy

Fee For Program The fee for enrollment in the Extended Day Program is \$40.00 per week. Parents who enroll their children are required to commit to a minimum 9-week semester term for \$360.00 per child. Payment is due on Monday in advance for the coming week in the amount of \$40.00 per week or \$360.00 per nine weeks by either cash, check, or money order. Payments can be left in a locked drop box at pick, sent to school with your student in a sealed envelope, or paid in the front office during school hours.

The only weeks parents will not be responsible for payment are the one week of Thanksgiving, the two weeks for Christmas break, and the one week for Spring Break. All other holidays have been considered in calculating the fee of \$40.00 per week.

Delinquent Accounts If accounts are delinquent two or more weeks, Troy Elementary School will discontinue that child's extended day services. Parents will be notified by a written letter from the Principal prior to this procedure. Any delinquent account must be paid up-to-date before the child will be allowed to return to the Extended Day Program. Accounts must be paid in full at the end of each 9-weeks before a child will be allowed to begin Extended Day services for a new 9-week period.

Returned Check Service Charges Any checks returned to Troy Elementary School for non-payment by our bank will be billed to the parents at \$35.00 per check as a service charge. When Troy Elementary School receives two or more returned checks from a parent, we will no longer accept checks as a method of payment from that parent. Returned checks must be paid before any further checks will be accepted.

Receipts Parents should keep all receipts as their proof of payments. No end of year statements will be issued.

Withdrawal Policy As previously stated, parents are expected to commit to a minimum 9-week semester upon enrollment regardless of how payments will be made. If a parent decides to withdraw from the program, a two week notice is required. Any parent failing to do so will be charged their normal tuition rate for those two weeks.

This form must be completed and returned to the Bookkeeper, Lindsey Fannin, at the Troy Elementary School Office BEFORE the child will be allowed to attend Extended Day.

Child's Name: _____

Grade: _____

Signed By: _____

Print Name

Signature

Date