Bridges: Early Morning Program 2011-2012
Policies and Procedures

Every student participating in Early Morning Care must have a completed registration form on file, including the $15.00 registration fee.

Early Morning Care is provided from 7:00a.m. - 7:45a.m. Monday through Friday in Jacoba Hall.

Upon arriving in the morning parents are **required** to sign their child into the program. This is critical for the safety of the student and for accuracy in billing procedures.

Supervision will be provided until 7:45 a.m., at which time students will proceed to their classrooms for morning prayer.

If school is delayed due to inclement weather, Early Morning Care is delayed. For example, if school is delayed 2 hours, EMC will be delayed 2 hours, opening at 9:00a.m.

We look forward to working with you and your children.

Bridges: 2011-2012 Early Morning Care Fees

Registration Fee - $15.00 - Any student participating at anytime in EMC will need to have a registration form on file accompanied by the fee.

The full-time contracted cost for students participating in Bridges: Early Morning Care – **4 to 5 days per week** - is a fee of **$100.00 per month, per student.** The program is invoiced on a pre-pay basis.

The part-time contracted cost for students participating in Bridges: Early Morning Care – **1 to 3 days per week –** is a fee of **$60.00 per month, per student.** The program is invoiced on a pre-pay basis.

Emergency Drop-In – This is reserved only for last minute, unexpected emergencies. **The fee for this is $6.00.**

Invoicing will be based on the contract you select and payment will be due in advance on the 25th of each month. Example: Payment for September use will be due August 25th. If payment is not received by the 25th of the prior month, your child(ren) will not be able to participate in the program. **Fees for the Early Morning Program should be made payable to The Franciscan School and the bottom of the check should be labeled Early Morning Care.** Past due accounts will incur a $10.00 late fee per month. **Checks returned "NSF" will be assessed a $15.00 processing fee.**

We hope you appreciate these services being provided for your convenience and your child's welfare. In order for The Franciscan School to continue to provide these services, timely payment is appreciated and expected. Any past due accounts must be paid in full by the end of the trimester. If this has not occurred, your child's report card will be held, and you are requested to discontinue use of the service until your account is up to date.

Attached is a registration form for Early Morning Care and a billing schedule. If you have any questions regarding the program please contact Mary Feeley at 919-610-8104. Billing questions should be directed to Donna Sincock at 847-8205 ext. 253.

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