



August 13, 2009

Dear CDS Parents,

I am pleased to announce some exciting new developments in the administration of the Extended Program for 2009-2010. As you will see on this year's Extended Program Agreement, we are implementing sliding scale fees for Care Cards hours, enrichment classes and vacation camps so that every Extended Program activity is accessible to all CDS students.

For morning care and the after school program, Full Care and Care Card prices are based on the percentage of tuition paid for each student. Beginning with the fall session, CDS will offer a sliding scale rate for one enrichment class per session per student. Recognizing the need to provide quality, affordable care to working families when school is not in session, sliding scale rates are also now available for all vacation camps with no limit on days or hours used. The new rates can be found on the attached Extended Program Agreement, and I encourage you to contact me with any questions regarding this new program.

Additionally, in an effort to maximize the efficiency of the prepaid Care Card hours system and keep you better updated about your account balance, statements will be generated on a monthly basis for accounts with a balance of less than 30 remaining prepaid hours. Amanda Urena, our Controller, will be alerting you via e-mail once a month if your remaining balance is less than 30 hours, and providing payment options for resupplying your account. You may still inquire about your current balance by contacting me or Ryan Lambert at the front desk (ryanl@cds-sf.org, x310).

We look forward to seeing your children back in the Extended Program this year, and we'll be ready for them with a new lineup of after school clubs, special activities and enrichment classes. Please don't hesitate to contact with any questions regarding the Extended Program, and I hope you've all had a great summer.

Dan Larson
Extended Program Director
[danl@c ds-sf.org](mailto:d anl@c ds-sf.org)
415-861-5432 x315



2009-10 CDS Extended Program Agreement

Name of Student _____ **Grade/Class** _____

Name of Student _____ **Grade/Class** _____

Name of Student _____ **Grade/Class** _____

Children's Day School strives to make the Extended Program accessible to all CDS students by providing sliding scale tuition for morning and after school care, camps and enrichment classes. Extended Program fees are based on the amount paid for yearly tuition.

Please select the number of hours you wish to purchase by circling the appropriate rate below.

	Tuition range from \$15,000 to \$21,190	Tuition range from \$14,999 to \$11,000	Tuition range from \$10,999 to \$5,500	Tuition range from \$5,499 to \$2,119
Annual Full Care <i>(per student)</i>	\$4,500.00	\$3,375.00	\$2,250.00	\$1,125.00
Care Card 1: 200 hours <i>(\$9/hour)</i>	\$1,800.00	\$1,350.00	\$900.00	\$450.00
Care Card 2: 100 hours <i>(\$9.50/hour)</i>	\$950.00	\$712.50	\$475.00	\$237.50
Care Card 3: 50 hours <i>(\$10/hour)</i>	\$500.00	\$375.00	\$250.00	\$125.00
Care Card 4: 10 hours <i>(\$11/hour)</i>	\$110.00	\$82.50	\$55.00	\$27.50

Annual Full Care includes unlimited Extended Program hours for morning and after school care. Additional hours can be purchased from the Receptionist or Business Office during the school year. Care Card hours may be transferred between siblings, and unused balances at the end of the year will be applied to next fall's opening balance. Students leaving the school will be refunded for unused Care Card hours at the purchased rate. Care Cards will be charged to the oldest child's account.

Hours: The CDS Extended Program is available from 7:30-8:00 a.m. and from school dismissal until 6:00 p.m. for each scheduled full school day beginning September 3, 2009 and extending through June 14, 2010. I understand that this agreement does not include holidays, school vacations or summer camp, and that care provided during these times is additional in cost.

Enrollment and Payment Options: I accept this offer of CDS to enroll the above-named student(s) in the 2009-10 Extended Program. Prior to my child(ren) using the Extended Program, I understand that I must return this signed Agreement and purchase Annual Full Care or a Care Card. **Check one of the choices below.**

- Paid in full (full payment attached).
- Monthly payment plan: Eight (8) monthly payments due October 2009-May 2010 made through FACTS Tuition Management (FACTS enrollment required).
 - I am currently enrolled in FACTS and authorize the School to add the above selected Extended Care payment to my current FACTS agreement for my eldest child at CDS.
 - I am not currently enrolled in FACTS, so have completed and returned the attached FACTS Agreement for my eldest child at CDS with this Extended Program Agreement to the School.

This signed Extended Program Agreement and FACTS agreement are due at CDS by September 3, 2009.

Payment Responsibilities: I understand that I am responsible for purchasing sufficient Care Cards to keep my balance current during the school year. I understand that when my balance drops to 30 hours remaining, I will receive a statement from CDS by e-mail notifying me to purchase additional Care Cards.

Delinquent Accounts: I understand that no returning student will be permitted to use the Extended Program in September with an unpaid balance from the prior year. During the school year, I understand that if my balance remains in arrears for two consecutive months, my child(ren) will not be permitted to use the Extended Program until I bring my balance current, enroll in FACTS Tuition Management (if not already enrolled) and comply with the following payment plan: I will receive a monthly statement from CDS by e-mail notifying me to purchase additional Care Cards at a lower rate or be charged a higher rate of \$12.00 per hour for hours in arrears, and my FACTS payments will be increased to pay the balance in arrears. I understand that I am responsible for reviewing my statement and contacting the Extended Program Director if I have any questions within 15 days. If I do not respond to the e-mail to purchase additional Care Cards within 15 days, I will be charged and pay the higher rate of \$12.00 per hour for the hours in arrears. I understand that I will receive a FACTS change form confirming the upcoming payment increase. The school further reserves the right to require purchase of a minimum amount of Care Cards in advance in the subsequent school years as a condition of using the Extended Program.

Before School Program: The morning program is open from 7:30 to 8:00 a.m. on a drop-in basis. I understand that I am responsible for signing in correctly (signature and time) for each use of the morning program. I also understand that charges for these hours will be calculated in quarter-hour segments and deducted from my Care Cards.

After School Program: I understand that I am responsible for signing out correctly (signature and time) for each use of drop-in care. I also understand that for incorrect sign-outs I will be charged through 6:00 p.m. for that day. I understand that charges for these hours will be calculated to the nearest quarter-hour and deducted from my Care Cards.

Late Pick-up: I understand that I will be charged \$11 or one Care Card hour if I need care between 6:00 p.m. and 6:10 p.m. and \$2.00 for each additional minute I need after 6:10 p.m. I understand and agree that payment is due at time of pick up of my child, or will be deducted from my Care Cards. I understand that if my child stays past 6:00 p.m. and I do not sign out appropriately, an Extended Program Administrator will sign my child out and I will be charged accordingly.

Sibling Dismissal: I understand that for students with siblings enrolled at CDS who are being picked up at class dismissal time and who are not staying in the after school program:

- At class dismissal, the youngest sibling(s) will join and sign-in to the after school program (at no cost).
- When the oldest sibling's class is dismissed, the oldest sibling will pick up and sign out the younger sibling(s) from the after school program and bring him or her to the oldest sibling's dismissal location.

I understand and accept the terms of this Extended Program Agreement (a signature from all parents/ guardians with financial responsibility for the student, **and e-mail address**, is required).

Signature _____ Print Name _____ Date _____

Preferred e-mail _____

Signature _____ Print Name _____ Date _____

Preferred e-mail _____

Dan Larson, Extended Program Director _____ Date _____

2009-10 CDS After School Program Participation (grades pre-4)

Please complete this form and return it to the front desk or Extended Program office with your 2009-10 Extended Program Agreement.

Check below which days your child (or children) will be regularly participating in the CDS after school program.

Name of student _____ Grade/class _____

- Mondays
- Tuesdays
- Wednesdays
- Thursdays
- Fridays

Name of student _____ Grade/class _____

- Mondays
- Tuesdays
- Wednesdays
- Thursdays
- Fridays

Name of student _____ Grade/class _____

- Mondays
- Tuesdays
- Wednesdays
- Thursdays
- Fridays