

**Gardner Public Schools  
Extended Day Program (EDP)  
*Handbook and Registration*  
2019-2020**



**Hours of Operation:**

Monday through Friday:

Before School: 6:30am-8:30am

After School: 3:30pm-5:30pm

**Location:**

Waterford Street School

62 Waterford Street

Gardner, Massachusetts 01440

**978-632-1000 Ext. 7450**

**Please see, fill out, tear off, and send/bring in the registration forms in the back of this handbook. First come, first serve, but all registration forms (including Fee Payment Schedule) must be turned in before the first day of school. No student will be allowed to receive care until the EDP Office (70 Waterford Street) has received these forms.**

# GARDNER PUBLIC SCHOOLS EXTENDED DAY PROGRAM

PLEASE SAVE THIS CALENDAR FOR YOUR REFERENCE

**Important – Please note that, when there is “No school”, and, in the event that school is cancelled due to inclement weather, professional development (PD), etc., the Extended Day Program will be closed.**

<b>SEPTEMBER</b>	3	First Day of School, <b>Extended Day Program begins</b>
<b>OCTOBER</b>	3	Half Day, Staff PD – <b>No After School session</b>
	14	<b>COLUMBUS DAY (No School)</b>
<b>NOVEMBER</b>	5	Full Day, Staff PD ( <b>No School</b> )
	11	<b>VETERAN’S DAY (No School)</b>
	25-26	Half Day, Teachers’ Conferences - <b>No After School session</b>
	27	Half Day, Thanksgiving Holiday - <b>No After School session</b>
	28-29	<b>THANKSGIVING (No School)</b>
<b>DECEMBER</b>	20	Half Day, December Vacation - <b>No After School session</b>
	23-31	<b>DECEMBER VACATION (No School)</b>
<b>JANUARY</b>	2	Classes Resume – <b>Extended Day Program reopens</b>
	20	<b>MARTIN LUTHER KING, JR. DAY (No School)</b>
<b>FEBRUARY</b>	17	<b>PRESIDENT’S DAY (No School)</b>
	18-21	<b>FEBRUARY VACATION (No School)</b>
<b>MARCH</b>	12	Half Day, Staff PD - <b>No After School session</b>
<b>APRIL</b>	10	<b>GOOD FRIDAY (No School)</b>
	20	<b>PATRIOT’S DAY (No School)</b>
	21-24	<b>APRIL VACATION (No School)</b>
<b>MAY</b>	15	Half day, Staff PD - <b>No After School session</b>
	25	<b>MEMORIAL DAY (No School)</b>
<b>JUNE</b>	6	GHS Commencement
	16	Half day, 180 <sup>th</sup> day - <b>No After School session</b>

**HAVE A GREAT SUMMER!!!**

## **PURPOSE**

The **Gardner Extended Day Program (EDP)** provides quality before and/or after school care. Our program is for students in the Gardner Public School system, kindergarten through grade 4, located at Waterford Street School.

## **PHILOSOPHY**

The philosophy of the program is to provide a warm, supportive, and safe environment for those children needing care before or after the school day; as well as, for families looking for socialization, and recreational/educational, opportunities for their children. The director, assistant director, and staff create a stimulating environment that includes a variety of fun, and educational experiences, both indoors and outdoors, to enhance your child's social, emotional, physical and intellectual development.

## **NON-DISCRIMINATION**

The Gardner Public Schools does not discriminate due to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness or limited English proficiency.

## **STAFF**

The EDP staff are highly qualified, caring, and compassionate people who truly enjoy working with children. All staff members have successfully completed a national criminal background check (CORI) prior to being hired. Staff members are First Aid, and CPR, certified by the American Red Cross.

## **ENROLLMENT AND ATTENDANCE POLICIES**

Registration will take place in the spring for the following academic year. To enroll or re-enroll in the program, registration forms must be completed by the first day of school. The registration fee must be paid to **City of Gardner**. Registration fees are required for all students: \$10 fee per student (or \$25.00 per family with three or more students in the EDP). Registration fees are not refunded. All registration forms must be filled out completely before a child may begin the program. In the event of joint custody, both parents must agree to, and sign, the registration forms.

**The Federal Tax Exempt # is 04-6001389 under the "City of Gardner". If you put "Gardner Public Schools", it will not except the number.**

If you would like to visit the program, you must accompany your child. No students can come to the EDP without a parent/caregiver. Please contact Erica Corral at 978-632-1000 if you would like to visit.

## **FEES**

Days missed will not be prorated. In order to balance costs of running the building, the program, employees, etc. you are paying for your child's "spot" in the program for the school year, regardless of the number of days your child is or is not present (due to vacation or sickness). Students who remain in the program for the entire school year have first priority the following year.

## Fee Collection Protocol for Program Participation.

1. The expected point of fee collection is with the staff member providing service to the student. This is the most convenient and visible payment venue for the parent/guardian. The relationship between payment for service and the person providing the service is apparent. This is the process customarily used by providers in a wide range of venues.
2. For the EDP, payment is due by the last day (30<sup>th</sup> or 31<sup>st</sup>) of the preceding month.
3. After the due date, the direct service provider makes three direct, personal attempts to encourage payment to the student's account. On the fourth program day after the due date, if the account is still in arrears, the matter is referred to the EDP Director.
4. The EDP Director will contact the party responsible for payment directly. If after two contacts, there is no payment forthcoming the matter is referred to the Business Administrator
5. The Business Administrator will invoice the party responsible for payment. If there is no response after one week the student will be terminated from the program.

Fees are due: on the last day of each month (for the following month). See the fee schedule in a separate document.

### **LATE PAYMENTS**

For each week that fees are late (submitted after the 30<sup>th</sup> or 31<sup>st</sup> of the preceding month), \$5.00 will be added to the invoice. Within the first week, the Assistant Director will make three attempts, either by phone or by mail, to resolve the matter. After the three attempts, invoices will be forwarded to the Gardner Public School Business Office, and then to a collection agency. If you are late with your payment for two consecutive weeks or more, your child will immediately be removed from the EDP. All fees that you have paid will be forfeited to the City of Gardner. There is no refund if your student is removed from the program.

### **DAILY SIGN-IN/OUT PROCEDURES**

Children are released only to a parent, guardian, or person designated on the Child Information Form on file. Any other changes in pick-up must be made in writing to the program. A phone call, message or email from the parent or guardian may also serve as acceptable forms of consent. The parent, guardian or designee must sign the child out by noting on the daily attendance register their initials and the time of pick-up. If program staff members do not know or recognize the person picking up your child, they may ask for identification (Driver's License, etc.). This is required protocol to ensure the safety of your child, so please do not take offense if the EDP staff asks you for identification. The attendance register is always accessible.

**Before School:** Parents are asked to bring their child into the program each morning and sign them in. Once the morning session of the EDP is over, Elm Street School students will be transported from the EDP to Elm Street School via First Student bus service for the start of their school day.

**After School:** Students will be transported from Elm Street School to the after school session of the EDP via First Student bus service. Students should be picked up by parents/guardians from the EDP (at Waterford Street School), before or at 5:30pm, and must be signed out.

**REMINDER:** The morning session opens at 6:30am (when staff arrives). The afternoon session ends at 5:30. There is no early drop off before 6:30am, and no late pick up after 5:30pm. After 5:30pm, **there will be a \$15 charge for every 1-10 minutes late.**

In cases of emergency, you will be charged, but still please call the program. If you are late (past 5:30pm) more than *5 times in a month*, your student will immediately be removed from the program, and all fees that you have paid will be forfeited to the City of Gardner. There is no refund if your student is removed from the program.

**A Special Note about After School Pick-ups:** Please remember that your child is invested in his/her friendships and activities at the EDP. At the end of the day, they may have difficulty leaving as soon as you arrive. Please allow them a few minutes to clean up an activity or project they may be working on, say goodbye to friends, and gather their belongings.

If you are having trouble getting your student to leave, please feel free to ask a staff member for assistance. If you have an appointment and must leave at a specific time, please call ahead and we will make every attempt to have your student ready to go.

### **ABSENCES**

It is the responsibility of the parent to notify the staff of any exceptions to their enrollment schedule. When your child will be absent from the program for any reason, including sickness, please call us before 12:00 pm. This assures the staff that your child is safe and allows them to efficiently plan the day. There is no refund (or credit) for any type of absence.

Please call the before school program (978-265-7381) to report absences.

Please call the after school program (978-479-8129) to report absences.

### **SCHEDULE CHANGES**

We will make every effort to allow for *temporary* schedule changes, but please understand that, due to fixed expenses and staffing levels, we may not be able to. If you have a specific situation and need *long-term* schedule changes, you may discuss it with the EDP Assistant Director, Erica Corral, at 978-632-1000. We understand that many people have jobs that have changing schedules and we will do our best to accommodate these schedules.

### **EXTRA CURRICULAR ACTIVITIES**

If you provide us written permission to do so, children may leave during program hours to attend extra-curricular school activities. Please note that the EDP does not have the extra staff to escort students to/from the program after/before an extracurricular activity. It is the responsibility of the parent/guardian to make arrangements for their students' safe arrival to/from the program.

If such activities take place off school property, an adult must come to EDP to pick up your child for this activity to sign them out, and then return them to us. If the child checks in with EDP first, leaves to attend another activity, and then returns to the program, the parent is still responsible for payment for the full time.

### **Early Release Days**

As indicated on the current Gardner Public School calendar, the children are released early from school several times during the year. These days are generally used for staff development, and therefore the program after school will be closed. Please refer to the calendar for the dates.

### **\*Unscheduled School Closings\***

If Gardner Public Schools is closed due to weather, the EDP is also closed. In the event that there is a delayed school opening, the EDP in the morning will *also be delayed*, due to safety concerns with transportation. *On mornings when there is a 2-hour school delay, the EDP morning session will be open at 8:30am, and not before that time.*

### **Emergency Early Dismissal from School**

Emergency early dismissal from school occurs when the Gardner Schools are in session, but must close early due to snow or another emergency situation. The EDP will be closed on such days.

### **PARENT PARTICIPATION**

We understand that most parents work, and have limited time to become involved with the activities of the EDP. Please know that you are always welcome to join us, in order work with the children, at any time.

### **PARENT COMMUNICATION**

Open communication between the staff of the EDP and parents is vital to your child's success in our program. When picking up your student, please feel free to have a brief conversation with our staff. Upon request, the staff, or Coordinator, will be available at a later time for individual conferences. In turn, the staff may request that the parents come for a conference to discuss a particular issue, or concern. This meeting will take place at the convenience of the involved persons. Suggestions and comments regarding the program, and its policies, are always welcome. They may be given in written or verbal form to the EDP Director, or EDP Assistant Director.

### **THE EXTENDED DAY PROGRAM**

One of the over-arching benefits to the EDP is socialization. Being with other children in a play setting (both structured and unstructured) is the best opportunity to learn socialization skills (i.e., turn-taking, "theory of mind" concepts, group dynamics, etc.), that being alone with a babysitter cannot provide. In addition to group socialization skills, the staff provides activities and experiences to promote the individual child's physical, mental, and social well-being and growth. Our program incorporates many choices for students, and includes both structured and non-structured activities, such as arts & crafts, board games, gym activities, playground, special activities, and more. Staff members participate with, as well as supervise, children in their indoor and outdoor activities. Additionally, all children are provided time to work on their homework. The child/teacher ratio is about 12:1. Detailed information on the program's activities is available upon request.

### **At Homework Time, we will:**

- Provide an appropriate environment for homework to be done, including basic materials;

- Clarify directions for students;
- Communicate with parents and teachers any questions regarding assignments and difficulties related to homework, and
- Foster pride in the effort made and completed tasks.

Homework Time is not intended to provide one on one tutoring, or replace the parent's role in homework responsibility.

## **BEHAVIOR MANAGEMENT**

Creating a safe, caring environment is the goal of all staff in the Gardner Schools. Children and staff are expected to behave in a safe, responsible, and respectful manner by:

- Treating others as you would like to be treated
- Showing respect to peers, staff, and property
- Valuing the rights of all people
- Being responsible

The goal of the staff is to help students learn through their experiences. Each group has clear and consistent limits for behavior. With the assistance of the children, these limits are posted, and reviewed frequently. Mistakes are not treated as failures, but as valuable learning experiences. Children learn how to fix their mistakes, and avoid them in the future. When children are behaving in an inappropriate manner, they are redirected to a different activity, or different group of friends. Our staff understands how important it is for children to be heard. Their emotions, concerns, frustrations, and fears are treated with respect and understanding.

When limits are forgotten, teachers are there to gently remind them. In order to protect the welfare of all the children, inappropriate behavior must be corrected both while in the program, as well as while on the bus. Staff will inform parents of on-going issues of concern, and will document the associated behaviors. The staff may also confer with the child's teacher. If this behavior continues to cause concern and is consistent, the Director will request a conference with the parents. The Coordinators may refer the parents to an outside agency on behalf of the child. If the situation warrants, a behavioral contract between parents, staff, and child may be put into place. If a child's behavior (in the program and/or on the bus) is of extreme hazard, or may endanger him/her and/or the other children, s/he will immediately be asked to leave the program. The EDP is a **service, not a privilege.**

Please note: Students should not bring toys from home (including electronic games or devices) to the EDP. Anything brought from home will be taken from the child, and will be returned to the parent at the time of pick-up. Additionally, if Gardner Public Schools property damage is incurred during the program hours, the families of any children involved will be held responsible.

## **NUTRITION**

Snack time is held right after school. Children are responsible to bring their snack each day.

## **CLOTHING**

Please send your child to the EDP dressed appropriately for the weather. When weather does not allow for outdoor play, we go to the gym, where sneakers are required. Weather permitting, we go outside, where all children are expected to participate in outdoor play. For winter, the children will need boots, hat, mittens (extra ones suggested), snow pants/extra pants, and a warm coat. As is the school policy, children without snow pants/extra pants and boots will not be allowed to play in the snow.

If possible, we recommend that a complete change of clothing be kept in your child's backpack. This is especially helpful for the younger ones, although even the older children occasionally fall into mud puddles, or get wet. Labeling these items will help everyone keep track of them.

## **HEALTH AND SAFETY**

### **Medication**

According to District Policy, medication may only be dispensed by the School Nurse. Students attending the EDP requiring an Epi-Pen should carry one in their backpack. Parents/Guardians must notify the EDP staff if this is the case. EDP staff are trained to administer a prescription labeled Epi-Pen to a student. Students requiring an inhaler may use an inhaler at the EDP provided they are capable of self-administering. Please see the School Nurse or Coordinator for further information.

### **Illness**

Children who become mildly ill at the EDP will be provided with a quiet place to rest. The staff may contact the parent. The EDP respects, and will support, the health policy of the Gardner Public Schools. Parents will be contacted to pick up the child if any of the following conditions exist:

- Temperature of 100.0 degrees or higher;
- Pain that is persistent, lasting 30 minutes;
- Indication of contagious disease such as rash
- Other symptoms (i.e. vomiting, diarrhea, persistent cough) which the staff feels warrant such action, and/or
- Head lice has been found

In addition to the above, parents will be requested to keep their child out of the program if their child is too ill to attend school that day.

In case of any contagious disease (such as mumps, measles, or chickenpox), a notice will be posted to alert parents. Please notify the staff if your child has a contagious disease. This will allow us to notify the other parents as soon as possible.

Under the following conditions, children may return to the program when:

- Temperature is normal, without the assistance of medication, for 24 hours;
- Antibiotic treatment for strep throat has been given for 24 hours;
- Minimum period of isolation for contagious diseases according to Massachusetts Public Health regulations, has been met



- Child is able to participate in regular program activities.

### **EMERGENCIES**

In the event of an injury, or sudden illness requiring emergency care beyond ordinary first aid, the staff will immediately contact the parent. If appropriate, trained staff promptly will administer first aid, including CPR. If the injury or illness in any way appears to impair the child's breathing or circulation, 911 is called for transport to the hospital.

If you cannot be located, staff will follow the above procedures calling the emergency contacts listed on the child's information form. Emergency information (Child Information Form) must be kept up-to-date in order for the program to be able to contact you, or your emergency contacts. Please notify the staff in writing if changes occur.

### **PREVENTION OF ABUSE AND NEGLECT**

All children in the care and custody of the EDP shall be protected from abuse and neglect. If a staff member should suspect child abuse or neglect, the Program Coordinator must be immediately notified. All members of the staff are mandated reporters of suspected abuse or neglect. Any suspicion of child abuse will be reported to the School Officials, the police, and/or the Department of Children and Families.

NOTE: The contents of this handbook are under construction and are presented as a matter of information only. The Gardner Public Schools EDP reserves the right to modify, suspend, or terminate any or all plans, policies, and/or procedures described herein, in whole or in part, at any time, with or without notice. The language used in this handbook is not intended to create, nor is it to be construed to constitute a contract between the Gardner Public Schools EDP, and any other party.

Updated March 2019

By Director, Meredith Pugh

And Assistant Director, Erica Corral

Extended Day Program (EDP), 978-632-1000 Ext. 7450

Please print the next pages (registration and handbook agreement).  
Fill them out and return them as soon as possible. Confirmation of place in the EDP will be given after **registration and handbook agreement**, as well as **Fee Payment Schedule (located on website)**, have been turned in to the District Office, 70 Waterford Street, Gardner, MA. 01440

# Gardner Public Schools Extended Day Program Registration

*Please complete the next four pages, return them to the Before/After School Coordinators, or to the EDP Assistant Director, Erica Corral (District Office), and notify Ms. Corral at the District Office of any changes during the school year (978-632-1000).*

**Extended Day Program Preference (please check one):**

before school session     after school session     both before and after school sessions

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Student: \_\_\_\_\_ Nickname: \_\_\_\_\_

First                      Middle                      Last

Residence: \_\_\_\_\_ Phone: \_\_\_\_\_

No.    Street                      Apt #                      City

Grade \_\_\_\_\_ Gender \_\_\_\_\_ Birth Date \_\_\_\_\_ Hair color \_\_\_\_\_ Eye Color \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Identifying Marks \_\_\_\_\_

Who Does Child Live With? Mother \_\_\_\_\_ Father \_\_\_\_\_ Both \_\_\_\_\_ Guardian \_\_\_\_\_ Host \_\_\_\_\_

Other \_\_\_\_\_

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**Parent/Guardian Information (must be an adult):**

First Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address (if different from above: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Second Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address (if different from above: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

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**Release of child:**

Is there anyone else (adult friend or relative) that is allowed to pick up your child? We will not release your child to anyone other than those listed above without written or verbal communication from you. If there are any restrictions on release, please be sure to notify the Extended Day Coordinator and provide copies of any documentation (court orders). If parent/guardian cannot be reached in an emergency, please provide the names and phone numbers of two responsible adults to contact in case of emergency, and/or who are able to pick up your child at Extended Day.

My student/s may be released to these people:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

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**HEALTH:**

**In Case of an accident or serious illness,** I request the program staff contact me (custodial parent/guardian). If unable to contact me, I hereby authorize the Extended Day Program to call the Physician indicated below and to follow his instructions. If unable to contact this physician, please make whatever arrangements necessary.

Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Hospital Preference \_\_\_\_\_

Insurance \_\_\_\_\_ ID# \_\_\_\_\_

Person Responsible for insurance \_\_\_\_\_

**Health Specifics:**

**Comments**

Are there allergies? (Specify) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is medication regularly taken? (Specify drug and condition) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a special diet required? (Specify diet and condition) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any hearing, visual, or dental conditions requiring special attention? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any medical or developmental conditions requiring special attention? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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**Confidential information:**

Our staff do the best that they can with the information that they have for your child. If your child has special needs or concerns, please let them know.

(1) Does your student have an IEP and/or a 504 plan? (please circle)      YES      NO

(2) If you circled YES in (1), do you give permission for the morning and/or after school coordinator to have access to your student's IEP? (please circle)      YES      NO

If you circled YES in (2), please indicate your permission by signing below:

Permission granted by \_\_\_\_\_  
(parent and/or guardian)

**Additional information:**

Occasionally the Gardner newspaper may photograph activities at the Extended Day Program. Please indicate if you prefer that your child **NOT** have their photo or name in the newspaper.

I *do not* want my child's photo/name printed in any newspaper.

\_\_\_\_\_  
Adult Signature

**This above information is true, to the best of my knowledge.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Gardner Public Schools**  
**Extended Day Program Enrollment Agreement**

Enrollment must be completed a minimum of two business days prior to your child(ren) attending the Extended Day Program.

I understand that the payment for my child(ren) to attend the Extended Day Program (EDP) must be received no later than the 30<sup>th</sup> or 31<sup>st</sup> of the month for the next month of attendance. ***Checks are payable to The City of Gardner and include the student's name in the Memo space.***

I understand and agree that the transportation of my child(ren) from home to the EDP in the morning, and from the program to home in the afternoon, is my responsibility.

The morning program opens at 6:30am. The afternoon program ends at 5:30. There is no early drop off before 6:30am, and no late pick up after 5:30pm. After 5:30pm, **there will be a \$15 charge for every 1-10 minutes late.** If I am late (past 5:30pm) more than *5 times in one month*, my student will immediately be removed from the program, and all fees that I have paid will be forfeited to the City of Gardner. There is no refund if my student is removed from the program.

For each week that fees are late (submitted after the 30<sup>th</sup> of the preceding month), \$5.00 will be added to the invoice. Within the first week, the Assistant Director will make three attempts, either by phone or by mail, to resolve the matter. After the three attempts, invoices will be forwarded to the Gardner Public School Business Office, and then to a collection agency. If I am late with my payment for two consecutive weeks or more, my student will immediately be removed from the EDP. As above, all fees that I have paid will be forfeited to the City of Gardner, and there is no refund.

Failure to pay the fee by the 30<sup>th</sup> of the preceding month on more than one (1) occasion will prevent my child(ren) from attending the EDP for the rest of the school year. I understand, and agree, that there will be no refund or rebate for any day(s) for which I have paid the fee, but on which my child(ren) do(es) not attend. I also agree to give 30 days' written notice before withdrawing my child(ren) from the EDP.

I understand that it is my responsibility to provide full accident and medical insurance coverage for my child(ren). I acknowledge that the EDP, the school district, the city, or anyone associated with the EDP are not liable, nor assume responsibility, for any injuries incurred as a result of participation in the EDP. I hereby authorize the staff of the EDP to act on my behalf in case of a medical emergency.

*I understand all of the above.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Gardner Public Schools Extended Day Program 2019 - 2020 Fee Schedule

To be returned to the District Office, 70 Waterford Street, Gardner, MA. 01440

Student Name (s) \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

My student/child is enrolled in the (check session/s) \_\_\_ Before/ \_\_\_ After school/ \_\_\_ Both

### Monthly Payments for One Student

For Month	Before School	After School	Both Before and After	Due By
<b>September</b>	<b>\$150</b>	<b>\$150</b>	<b>\$290</b>	<b>August 30, 2019</b>
<b>October</b>	<b>\$150</b>	<b>\$150</b>	<b>\$290</b>	<b>September 30, 2019</b>
<b>November</b>	<b>\$150</b>	<b>\$150</b>	<b>\$290</b>	<b>October 30, 2019</b>
<b>December</b>	<b>\$150</b>	<b>\$150</b>	<b>\$290</b>	<b>November 30, 2019</b>
<b>January</b>	<b>\$150</b>	<b>\$150</b>	<b>\$290</b>	<b>December 30, 2019</b>
<b>February</b>	<b>\$150</b>	<b>\$150</b>	<b>\$290</b>	<b>January 30, 2020</b>
<b>March</b>	<b>\$150</b>	<b>\$150</b>	<b>\$290</b>	<b>February 30, 2020</b>
<b>April</b>	<b>\$150</b>	<b>\$150</b>	<b>\$290</b>	<b>March 30, 2020</b>
<b>May</b>	<b>\$150</b>	<b>\$150</b>	<b>\$290</b>	<b>April 30, 2020</b>
<b>June</b>	<b>\$150</b>	<b>\$150</b>	<b>\$290</b>	<b>May 30, 2020</b>
<b>Full Year</b>	<b>\$1500</b>	<b>\$1500</b>	<b>\$2900</b>	

I, \_\_\_\_\_, agree to pay the tuition fees above, on time, for my child enrolled in the Gardner Extended Day Program.

-----DO NOT WRITE BELOW THIS LINE.-----

\_\_\_\_\_ Paid deposit fee of \$10 per student? \_\_\_\_\_