



## Extended Hours Policy & Registration Procedures

Extended hours services are available to all of our summer camp families. Extended hours run from 7:00 am until 8:45 am and again in the afternoon from 4:15 pm until 6:00 pm. At drop off / pick-up time, parents must sign in / out in the extended day log with appropriate times. There are 2 payment options for extended day:

### Extended Day Payment Options

#### #1 - Pre-Pay Option

With the pre-pay option you register your campers for extended day and pay the appropriate fees with your regular camp payment(s). This entitles you to use all of the hours within the block you register for. **If you sign up for the 8 AM Drop-off or 5 PM Pick-up blocks and use additional extended day hours beyond that you will be billed \$5 per additional half hour used.**

Please fill out the upper portion of the next page to register for Pre-Paid Extended Day.

#### AM Options

7 AM Drop-off (7:00 – 7:59) = \$60 / child per week

8 AM Drop-off (8:00 – 8:45) = \$35 / child per week

#### PM Options

6 PM Pick-up (5:01 – 6:00) = \$60 / child per week

5 PM Pick-up (4:15 – 5:00) = \$35 / child per week

#### #2 - Pay As You Go Option

With this option you will be billed the following Monday for the extended hours you used during the previous week. All invoices will be e-mailed or mailed to you and payment is due upon receipt. Any family who becomes delinquent in paying these invoices will need to pay in advance for all future use of extended day or will not be able to utilize extended day services until the bill is settled. The following is the cost schedule for this option.

Please fill out the lower portion of next page if you are using the Pay As You Go Option even if you only plan to use this service occasionally.

AM Drop-off Time (Between)	Cost per day	PM Pick-up Time (Between)	Cost per day
7:00 – 7:29 AM	\$20	4:15 – 4:29 PM	\$5
7:30 – 7:59 AM	\$15	4:30 – 4:59 PM	\$10
8:00 – 8:29 AM	\$10	5:00 – 5:29 PM	\$15
8:30 – 8:45 AM	\$5	5:30 – 6:00 PM	\$20

\*\*\*All campers must be picked up by 6:00 PM.

Late pick-ups will be charged a \$1 per minute penalty\*\*\*

Sibling discounts do not apply towards extended day fees.

**Extended Day payments must be made by cash or check only**

(Outstanding balances as of September 14, 2018 will incur a 10% late fee)

If you have any questions or concerns, please feel free to contact us at 781-329-5740.

**# 1 - Pre-Pay Extended Day Registration**

CAMPER'S NAME: \_\_\_\_\_

Weeks Purchasing Pre-Pay Option: (please check all that apply)

☀ 1: 6/18 – 6/22      ☀ 2: 6/25 – 6/29      ☀ 3: 7/2 – 7/6      ☀ 4: 7/9 – 7/13

☀ 5: 7/16 – 7/20      ☀ 6: 7/23 – 7/27      ☀ 7: 7/30 – 8/3

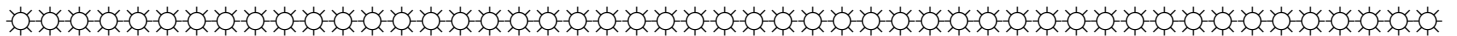
☀ 8: 8/6 – 8/10      ☀ 9: 8/13 – 8/17      ☀ 10: 8/20 – 8/24      ☀ 11: 8/27 – 8/31

Time Blocks: (please check all that apply)

☀ 7 AM Drop-off (\$60 / child per session)      ☀ 6 PM Pick-up (\$60 / child per session)

☀ 8 AM Drop-off (\$35 / child per session)      ☀ 5 PM Pick-up (\$35 / child per session)

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



**For Office Use Only:**

# of Weeks \_\_\_\_\_ \* (AM costs \_\_\_\_\_ + PM costs \_\_\_\_\_) = Total Fees \_\_\_\_\_  
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**# 2 - Pay As You Go Option**

If you are using the "Pay As You Go Option", we ask that all families leave credit card information so that any balances remaining after September 15<sup>th</sup> can be applied to said credit card. If you do not wish to fill out this information, you may contact Diana Walsh at the main office, 781-329-5740 or at [dwalsh@dedhamcommunityhouse.org](mailto:dwalsh@dedhamcommunityhouse.org), and leave the necessary information with her.

Name: \_\_\_\_\_

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

Credit Card #: \_\_\_\_\_

VISA or MC

V-Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Please remember that all Extended Day Balances are due upon receipt by cash or check. If payment has not been made by the Friday the invoice was issued, use of extended day will not be permitted.**

**By signing below, I agree that as of September 14, 2018 any unpaid extended day balance plus a 10% late charge will be applied to my credit card.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date