

THE PARKSIDE MONTESSORI SCHOOL

53 norwood avenue, upper montclair, nj 07043 (973) 509-7379

EXTRA SERVICES POLICY

1. **Extended Care hours contracted ahead for a regular stay** are as follows:
8:00 - 9:00 a.m. is **\$16.00** per session
8:30 - 9:00 a.m. is **\$8.00** per session
3:00 - 3:30 p.m. is **\$8.00** per session
You will be billed in September and February.
2. You may certainly use the Extended Care hours as needed on an **occasional basis**:
It is **\$10 per *half* hour**, either a.m. or p.m. with *prior approval* and is **payable on the day of service**.
In addition, we would like at least one day's notice if you plan to use the extended hours.
3. Extra services are also available the **lunch hour** from 11:30 – 12:30 (your child brings lunch). The cost is **\$8.00** and is billed in September and February.
4. The **lunch hour** may also be used on an **occasional** basis with advance notice. **The cost is \$10.00 and payment is due at the time of service.**
5. School starting and ending times (9:00, 11:30, 12:30 and 3:00) should be followed closely. **We ask that you do not bring your child earlier or pick up your child later than the scheduled times unless you have made prior arrangements.**
6. We realize that many of you drop other children at school well before 9:00. You can arrange to come to Parkside early as well (8:00, 8:30) for a fee. Also if you know you are unable to arrive at 3:00 you can arrange for extra services until 3:30, again for a fee. We have to be prepared for early arrivals and late pick-ups because of staff preparations and clean-up requirements. *We need to be able to anticipate staff numbers needed to care for your children.*

We know that we can depend on your cooperation in these matters. We all want the best care for your child that we can provide. If there are any questions or problems please let us know.