



ARBOR TREEHOUSE
Extended Day Program Application,
Policies & Procedures
2009-2010



1. Arrive No earlier than 7:30am; pick up No later than 5:30pm.
2. This program is for The Arbor School students only. There are limited spaces in the Treehouse cost is **\$85 per week**. The cost is prepaid every week on Mondays, payable in advance at **The Arbor School Office**. There will be a \$10.00 late fee assessed per week for any late payments
3. **Fees after 5:30pm pick-up are \$1.00 for the first 2 minutes, \$3.00 for the first five minutes and \$1.00 per minute thereafter, payable by check at pick-up.**
4. Please let staff know what time you will be picking up your child each day.
5. To discontinue using the extended day program, a two (2) week notice is required and is to be submitted to The Arbor School office manager, Tanya Thomas.
6. If your child brings a snack in the morning, they must be able to eat it by themselves. Staff cannot feed individual children as they do in the classroom.
7. Please send a snack and drink for your child in the afternoon labeled with your child's name.
8. Please label diapers and wipes for extended day program.
9. Please send labeled sunscreen and bug repellent for your child with signed permission for us to apply it.
10. The Arbor School's permission forms will be used with exception of anyone not already authorized to pick up your child.
11. The program coordinator is LaToshia Lee, a teacher at The Arbor School for 8 years. Deborah McLaughlin, a 3-year Arbor employee, is a team member with LaToshia in the extended day program. From time to time other Arbor School employees may substitute in the program on a temporary basis.

I have read and agree to the above terms for The Arbor School Treehouse (Extended Day) program and would like to enroll my child. I (We) will comply with the rules outlined above.

Student Name: _____

Parent Printed Name: _____

Parent () Signature: _____ *Date:* _____

_____ *Date:* _____