



2023-2024

Early Childhood Extended Day Program (“The Nest”) Contract

Marin Waldorf School’s **early childhood extended day program** is designed with the young child in mind, continuing the rhythm of the school day with rest/nap, snacks, outdoor time, and free play. The program begins immediately after the regular school day is over, with program options till 3pm and 5:20pm.

I. Contract and Registration

Early childhood extended day programs are available by contract only. To enroll your child in the 2023-2024 program, please select your program preference on the following page then sign and date the contract. To participate in the program, families must sign up for a minimum of three days of extended care.

To enroll, please submit a copy of your signed contract to Megan Smith, registrar, at registrar@marinwaldorf.org or by mail to 755 Idylberry Road, San Rafael, CA, 94903. To guarantee a spot in the program, please enroll **no later than May 31, 2023**. After this date, enrollment will be available on a rolling basis as long as space is available. (Please see “Program Limits and Wait List” below.)

All new contracts, contract changes, and cancelations are effective on the first day of the following month. For more details, please see “Cancelations and Refunds” below.

II. Aftercare Calendar and Hours

Aftercare is offered every day school is in session except the last day before winter break (Wednesday, December 20, 2023) and the last day of school (Wednesday, June 12, 2024). Aftercare begins immediately following regular preschool or kindergarten dismissal, at 12:45pm and 1pm respectively, and runs until 3pm or 5:20pm.



III. Fees

Families may opt to enroll their children in aftercare three, four, or five days a week for 3pm or 5:20pm pickup. To participate, you must enroll your child for a minimum of three days/week.

Extended care fees are calculated monthly and are based on the number of days your child is enrolled and the pickup time selected. The annual program fees are as follows:

| Days | 12:45/1pm - 3pm | 12:45/1pm - 5:20pm |
|-------------|----------------------------|-------------------------------|
| 3 | \$2,450 | \$4,895 |
| 4 | \$3,250 | \$6,500 |
| 5 | \$4,050 | \$8,100 |

Please note: You do not need to select the same pickup time for all three, four, or five days your child is enrolled in the program; before sending an invoice, the business office will adjust your contract fees according to the days and times selected.

IV. Payment Options

After you submit your signed contract, you will receive an invoice from Marin Waldorf School and may submit your payment the following ways.

- One payment due in full on or before September 1, 2023, no fee
- Two equal payments due on or before September 1, 2023, and again on or before December 1, 2023, subject to a 2.5% interest fee
- 8 monthly payments from September 2023 through April 2024, made through FACTS tuition management. New accounts require additional paperwork, which are processed through FACTS, our payment processing provider, subject to a 5% interest fee

V. Program Limits and Wait List

Per childcare licensing requirements, the size of our extended day program is limited. Children may join the program on a rolling basis as long as space is available. Once the program is full, families who would like a spot in the extended day program will be put on a



waitlist and offered a space if one becomes available. Please contact the front office if you would like to join the wait list for aftercare.

VI. Midyear Start and Contract Changes

If you would like to enroll your child in aftercare after September 2023, or you would like to make a change to your aftercare pickup time or days in the program, you must submit a new signed contract to Megan Smith in the school's front office at registrar@marinwaldorf.org.

All contract changes are effective on the first day of the month (for example, a contract received on September 15 will be effective October 1). Fees for new contracts or fees/refunds on updated contracts will be prorated based on the date the new/updated contract is submitted. Before submitting your new or updated contract, please contact the front office to determine if there is space available in the program.

VII. Cancellations and Refunds

No refunds will be issued for days missed due to absences or school closures during your contract. If you wish to cancel your child's aftercare contract, please submit a request in writing to Megan Smith, registrar, in the front office, at registrar@marinwaldorf.org. **All cancellations are effective on the last day of the month** (for example, a contract canceled on October 10 will be effective November 1). Once the front office has received your request, the business office will issue a refund for the balance of your agreement.

VIII. Siblings

If you have more than one child participating in the aftercare program, please fill out and submit separate contracts for each child. You may submit one payment for all participating children.

IX. Pickup

Please pick up your child no later than 5:20pm. For late pickups, a **\$5 per minute** late fee will be charged. Parents may pick up their children from aftercare anytime official dismissal time.



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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--|
| CHILD'S NAME: | | | |
| Grade level | <input type="checkbox"/> Preschool | <input type="checkbox"/> Kindergarten | |
| Please select the days and pickup times below. Please note that you must select a minimum of three days to enroll in extended care. | | | |
| Mondays | <input type="checkbox"/> 3pm | <input type="checkbox"/> 5:20pm | |
| Tuesdays | <input type="checkbox"/> 3pm | <input type="checkbox"/> 5:20pm | |
| Wednesdays | <input type="checkbox"/> 3pm | <input type="checkbox"/> 5:20pm | |
| Thursdays | <input type="checkbox"/> 3pm | <input type="checkbox"/> 5:20pm | |
| Fridays | <input type="checkbox"/> 3pm | <input type="checkbox"/> 5:20pm | |
| <p>My child, named above, will be attending the Early Childhood Extended Day (“The Nest”) Program during the 223-2024 school year. The Extended Day Program is available Monday to Friday every day school is in session from August 30, 2023 to June 11, 2024, <u>except</u> Wednesday, December 20, 2023. There is no extended care on the last day of school.</p> <p>Your contract and payment must be submitted to the school before your child's place is reserved. No refunds will be made for days missed due to absences (including illness, vacation, etc.) during your contract. To cancel or make changes to your contract, you must complete a new registration contract and submit it to the front office. Changes and cancelations are prorated based on the new contract date. Please note all new contracts and changes are effective on the first day of the following month.</p> | | | |
| Please select your payment method: | <input type="checkbox"/> I will pay for the full contract charges selected above by check or credit card on or before September 1, 2023. | | |
| | <input type="checkbox"/> I will pay 50 percent of the full contract charges selected above by check or credit card on or before September 1, 2023 and make a second payment in that amount on or before December 1, 2023 | | |
| | <input type="checkbox"/> I already have a FACTS account on file and wish to pay the contract charges selected above monthly. | | |
| | <input type="checkbox"/> I already have a FACTS account on file and wish to pay for the contract charges selected above biannually (September 2023 & December 2023). | | |
| | <input type="checkbox"/> I do not have a FACTS account and will complete and submit a FACTS form within 10 days of signing and submitting this form to pay for contract charges selected above. | | |
| <i>By typing or signing my name on this electronic record, I/we am/are supplying my/our electronic signature with the intent to sign this agreement and agree to its terms.</i> | | | |
| DATE: | SIGNATURE: | | |
| Print name: | | | |

