

June 15, 2019

Dear Northstar Parents,

I hope that this letter finds you all well and enjoying your summer. I am happy to say Northstar will continue to offer the Extended Day Program during the 2019-2020 school year. Our Extended Day Program provides an opportunity for students and families to have an affordable and safe after school option for their children. The focus of the program allows students to receive homework assistance in small groups, recreation time, and social interaction with peers. These activities are designed to help provide support to our working parents.

The program will continue to have a rotating schedule in the afternoons. Students will rotate between 3 rooms/stations during the course of the afternoon session. The rotations will include a math/science homework class, a language arts/social studies homework class and recreation time. These homework rotations will run each afternoon from 3:15-5:15 and from 5:15-6:00 students will regroup together for pick up. There will be a daily snack time from 3:05-3:15. If your child is on a special diet, we can accommodate their needs. This year on Fridays, the children will be divided into two groups, they will switch between movie time and computer and/or recreational time.

Extended Day closes ***promptly*** at 6:00pm to ensure that our staff is able to get home to their families or other responsibilities. If you are late picking your child up from Extended Day, you will be charged a late fee of $15 for every 15 minute increment (ex. 6:01-6:15 = $15 charge).

The attached sign-up sheet will inform you of our fees and payment plans. If you have a special circumstance (ex. you need only one hour per week or 30 minutes each afternoon), please feel free to contact me and we can discuss it on an individual basis. Also attached is the Extended Day & Summer Activities Camp Media Release Form. Again, if you have any questions or concerns about the form please contact me.

As the Director of the Extended Day Program, please direct all questions, comments, or concerns to me. I can be reached via email at [rcarson@northstaracademy.net](mailto:rcarson@northstaracademy.net) or via cell at (804) 445-5869.

We are looking forward to a fun, safe, and educational experience in this year’s Extended Day Program. Please feel free to contact me if you have any questions.

Mrs. Robyn Carson

Director-Extended Day Program

Northstar Academy

(804) 445-5869



**NORTHSTAR ACADEMY EXTENDED DAY PROGRAM SIGN-UP FORM 2019-20**

**Student Information**

Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_\_

(Please Print)

DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Resides with: Mother Father Both Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Information:**

Last Name: Mr./Mrs./Ms./Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Secondary Contact Information (must be provided):**

Last Name: Mr./Mrs./Ms./Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Extended Day Fees 2019-20 School Year\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Daily Rate - $30 (afterschool) | |  | **School’s Out Package - $750– Total Cost (in addition to yearly rates)\*** “School’s Out Package” is optional and includes early dismissal days, school administrative days, some student holidays, and some winter and spring break vacation days – (approx.15 days a $75 savings) **individual days @$55 per day** | |
| 2 Days | **$1,900** |
| 3 Days | **$2,600** |
| 4 Days | **$3,200** |
| 5 Days | **$3,700** | **\*Payment plan available** | |
| Drop-In: \_\_\_\_\_\_\_\_\_Afterschool @$30 per day; \_\_\_\_\_\_\_\_\_\_Full-day @ $55 per day | | | | **$** |
| School’s Out Package - $750 | | | |  |
| Administration Fee – NON Northstar Academy Students - $100 | | | |  |
| Payment in Full  10 monthly payments (for an additional $75 fee)  3 payments (for an additional $50 annual fee) | | | |  |
| Total Enclosed | | | |  |

**Questions – Contact Robyn Caron, Director of Extended Day at** [**rcarson@northstaracademy.net**](mailto:rcarson@northstaracademy.net) **or (804)747-1003.**

**Extended Day Policy**

* This application covers the 2019-2020 school year.
* A non-refundable $100 registration fee must accompany each child’s application for NON-Northstar students.
* Students must be picked up before 6:00 pm or incur additional costs.
* \*\*2019-20 fees must be paid in full by August 22, 2019 unless a payment plan has been established. Payments may be made monthly or three payments on September 1st, December 1st and March 1st.

**Agreement**

I understand the Northstar Academy Extended Day policy registration and I agree to be responsible for payment of all fees due to Northstar Academy. I understand that failure to make payments as required will result in termination of service and collection action taken. I understand that I will be responsible for any and all fees including, attorney/cost of court, incurred by Northstar Academy. I understand that, should I withdraw my child from the Northstar Academy Extended Day Program, I will be responsible for a payment equivalent to a full month of Day. To withdraw my child from any Northstar Academy Extended Day Program, I understand that I must submit my request in writing to the Northstar Academy Extended Day Program Director.

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