

6915 BRADDOCK ROAD
SPRINGFIELD, VA 22151
(703) 941-1220

ICS Extended Care Application For Extra Days

The ICS Extended Care Program, established during the 2007-08 school year, will be offering additional Extended Care on teacher work days and a few school holidays.

Dates for Additional Care: The hours will be 8:00 a.m. to 4:00 p.m.

Teacher In-Service/Workdays

October 30th
November 30th
January 22nd
February 12th
March 26th
June 7th

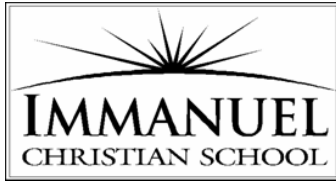
Additional Days

November 4th -- Parent Teacher Conferences (Drop off will be in the gym.)
November 5th -- Parent Teacher Conferences (Drop off will be in the gym.)
November 6th -- Parent Teacher Conferences (Drop off will be in the gym.)
November 25th -- Wednesday before Thanksgiving
April 5th -- Monday after Easter

Registration is on a first-come, first-served basis. There will be a limited number of spaces available. Your reservation requires a \$100.00 non-refundable deposit, and the remaining \$300.00 will be added to your tuition payment. The \$300.00 will be non-refundable. You are being given advance notice of this opportunity because of your enrollment in the Extended Care Program. When the September 23rd edition of "Essentials" goes out, any of the remaining slots will be opened to the rest of the school.

If you have any other questions, please feel free to contact me at rayburn@icsva.org for additional information.

By His grace and mercy,
Brenda Rayburn
Director of Extended Care and
Sixth Grade Teacher
Immanuel Christian School



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ICS Extended Care Extra Days Registration

Please enroll the following students in the Immanuel Christian School Extended Care Program for teacher work days and holidays.

Child's Full Name	Gender	Grade in 2009-10	Birth Date

Please provide the following information as applicable.

	First Name	Last Name	Contact Information
Father			Daytime Phone: Cell: Email:
Mother			Daytime Phone: Cell: Email:
Guardian*			Daytime Phone: Cell: Email:
Authorized to Pick-Up	1. 2. 3. 4.		

* In the case of guardianship, please explain the relationship to the child(ren) and provide name and city of residence of natural parents. Parents/Guardians are responsible for updating contact information with the Extended Care Director.

If you have any questions regarding the Extended Care Program or this form, please contact Brenda Rayburn at (703) 941-1220 or email: rayburn@icsva.org. (See next page)



ICS Extended Care Extra Days Parent Agreement

Fee Deposit: A nonrefundable deposit of \$100.00 of the tuition is due pending acceptance and enrollment into the program.

Fee: Fees for this additional service are nonrefundable.

Payment: Payment, minus the deposit, will be added to your tuition payment.

Returned Checks: As a result of a returned check, your account will be assessed a charge for the amount of the returned check, as well as a \$25.00 returned check fee. Additionally, the use of personal checks for payment may be revoked and future payments will only be accepted in the form of cash, money order, or Cashier's check.

Withdrawals: Deposit and the fee are nonrefundable.

Hours of Service: Teacher Work Days and 8:00 a.m. - 4:00 p.m.

Late Pick Up: If a child is picked up after 4:00 p.m. a late fee of \$15.00 will be applied every 15 minutes or fraction thereof. **Late fees must be paid by cash or check at the time of pick-up.**

No exceptions.

Parent/Student Handbook: All general discipline policies outlined in the ICS Parent/Student Handbook apply.

Sick Policy: Any child with a fever, vomiting, or other serious health condition must be picked up by a parent or other authorized individual and will not be allowed to attend Extended Care. The same health rules as school attendance apply.

Continual Conflict: In the event that a child or the parent of a child continually causes disagreements, conflicts, strife, or arguments, the child shall be dismissed from the extended care program without legal recourse. Withdrawal and dismissal policies apply.

Legal Fees: All legal fees, collection fees, attorneys' fees, collection costs and any additional fees incurred by the school in an effort to settle disputes connected to this account shall be the sole responsibility of the parent or guardian for which this agreement is made.

Arbitration: If a legal issue, disagreement, conflict, problem, injury, injustice, or any other legal dispute should arise between the school or one of its agents and a child or parent of a child, it shall be referred to binding arbitration with a non-partial arbitration party (to be mutually-agreed upon) for the settling of all issues.

ICS Extended Care Extra Days Payment Worksheet



ICS Extended Care Additional Days Fee Computation

<u>Teacher Work Days</u>	<u>Annual Cost</u>	<u>No. of Students</u>	<u>Subtotal</u>
	\$400	x _____	= _____
		Total Cost	_____
		Less Non-Refundable Deposit	_____
		(\$100.00 per child)	-
		Balance Owed	= _____

By signing below I understand the deposit and fee are non-refundable, and I agree to pay the remaining fees using the same payment method as the tuition. I have read the parental and payment agreement and fully agree to abide by the policies as set forth in its entirety. I understand that this parental/payment agreement will be strictly enforced. I agree to pay all financial obligations to Immanuel Christian School promptly and in a timely manner. I agree to uphold the rules and regulations of Immanuel Christian School as set forth in the Parent/Student Handbook. Also, in signing this agreement, I give consent for my child to participate in all regular Extended Care activities unless I notify the administration in writing otherwise. I understand the school will keep me informed of special activities well in advance. I also agree not to bring/leave my child in extended care if full payment of my balance has not been made by the due date.

Name of Responsible Party: _____ (please print)

Signature: _____ Date: _____

(Please return this form to the Director of Extended Care.)