



1370 Oxford Street West
London, Ontario
N6H 1W2
519.471.1506
Fax: 519.471.8647
www.matthewshall.ca

EXTENDED DAY PROGRAM: 2018-2019

Matthews Hall offers daily before and after school supervised care for all students who require this service. Following are the procedures and policies for this program. Complete the enclosed form and return it to the school no later than **September 4, 2018**.

HOURS OF OPERATION: 7:30 to 8:55 a.m. and 3:55 to 5:30 p.m. on scheduled regular class days.

PROCEDURES

MORNING EXTENDED DAY PROGRAM: 7:30 - 8:55 a.m.

- Parents may park in front of the school and must accompany their child(ren) to the Extended Day Program.
- Parents must sign in their child(ren)
- Students are dismissed to the playground or to their classes by 8:55 a.m.

AFTERNOON EXTENDED DAY PROGRAM: 4:10 - 5:30 p.m.

- Parents must sign out their child(ren) from Extended Day Program
- For occasional use of the afternoon Extended Day Program, parents must inform the school by 3:00 p.m. Parents must pay by pre-authorized credit card payment or by pre-authorized debit, prior to using this service.

POLICIES

- Playground supervision commences at 8:40 a.m. Students arriving prior to 8:40 a.m. will be sent to Extended Day and occasional use fee will be charged.
- Students not picked up by 4:10 p.m. will be sent to Extended Day and occasional use fees will be charged.
- Arrangements for Extended Day must be communicated between adults; student notification is not acceptable.
- Extended Day hours of operation must be followed; all students not picked up by 5:25 p.m. will be prepared for pick up at 5:30 p.m. Late pickups are not allowed and continued practice will result in loss of service. A late charge of \$1.00/min for the first five minutes and \$5.00/min for each following minute will be charged.

RATES - Please see Payment & Agreement Form

PAYMENT OPTIONS

- Extended Day payments can be made by Cheque (for annual payments only), Credit Card or Direct Debit
- Parents must submit pre-authorized payment by credit card or attach a void cheque for pre-authorized debit for all Extended Day services.

See Over

