



1370 Oxford Street West  
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## EXTENDED DAY PROGRAM: 2023-2024

Matthews Hall offers before and after school supervision care for students who require their service. The following are the procedures and policies for this program. Please complete the enclosed form and return it to the school **no later than September 5, 2023**. Payment arrangements must be provided in order to register. **Space will be limited**. Registration will be first come, first served.

**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 at the nearest entrance and must accompany their child(ren) to the Extended Day Program
- Parents must sign in their child(ren)
- Students are dismissed to their classes by 8:55 a.m.

#### AFTERNOON EXTENDED DAY PROGRAM: 3:55—5:30 P.M.

- Parents must sign out their child(ren) from the Extended Day Program

### POLICIES

- Extended Day hours of operation must be followed; all students not picked up at 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.
- Space is limited and the availability of Extended Day Programming is not guaranteed.

**RATES:** Please see Payment & Agreement Form

### PAYMENT OPTIONS

- Extended Day payments can be made by Cheque (for annual payments only), Direct Debit or Visa/Master Card. A 3% Administration fee will apply to all credit card transactions.
- Parents must submit pre-authorized payment by credit card or attach a void cheque for pre-authorized debit for all Extended Day services.

Please note that there is **NO** Afternoon Extended Day on the following dates: December 21, 2023; March 8, 2024 & June 14, 2024