



The Extended Care Program (ExCP) at the Waldorf School of Pittsburgh is an after-school program that enriches children through a harmonious extension of their daily Waldorf curriculum. Through its own rhythm, the program provides children of the school with a nurturing atmosphere incorporating the values integral to Waldorf philosophy. Uniquely, it is a place where relationships grow between various ages and experiences shared across different programs.

Program Session

After school, when full-day Nursery & Kindergarten is over and the grades children are dismissed, all ages to come together for the ExCP from 3-6pm. This time includes outdoor play, snack (which the children bring from home) games, play, and seasonal crafts. (If grades children have homework appropriate time is given for them to work on it.)

Admission

Upon receipt of a completed application, payment of the \$30 non-refundable application fee, and provided space is available for the student to participate in the Extended Care program, the student may begin using the program on a **Contracted** or **Occasional Use** basis. If a parent chooses to contract specific days for care to ensure that there will be a space for their child when they need it, they will be billed for use of the program the month prior to that in which they use care, and must pay for the first month when they contract the care. Parents who contract use of the Extended Care Program are also able to use the Extended Care Program at the Occasional Use rate and following the Occasional Use scheduling and payment guidelines below if needed.

Contract changes, including termination of the contract, must be made on or before the 8th of the month prior to the month in which the change will go into effect.

Contracted and Occasional Use of the Program and Obligations

Contracted Use of the program is a reoccurring weekly schedule, which is filled out in the application and billed for a month in advance.

Occasional Use of the program is on a request basis and must be scheduled through the Program Director or Front Desk at least 24 hours in advance (a \$5 Late Call Fee will be charged if within 24 hours and a \$10 No Call Fee will be charged if a child arrives for Extended Care without their parent scheduling them for it in advance.) Occasional Use is not guaranteed, but rather a request and is available only on days when space permits. Payment for Occasional Use of the program may be made (by check with date in memo) on the day of use OR parent/guardian financially responsible will receive a monthly itemized bill including all sessions used.

Billing Particulars and Payment Schedule for Contracted Use

For Contracted Use, billing is handled by an independent processing center called ECSI. The billing statement is sent by ECSI on the 15th of each month billing ahead for use of the program in the upcoming month. Payment is due on the 1st of the month. You may use ECSI's website to make an on-line payment or send the payment in the mail with enough time to reach the processing center on time. If payment is not received before the end of the day on the 15th of the month for which payment is being made, it is considered late and a \$25 late fee will be assessed. The child will not be allowed to participate in the Extended Care Program until all past due amounts are paid. If a parent wishes for a student to enter the Extended Care Program after the start of the month, they will be billed as an Occasional Use participant until the next billing cycle begins on the 10th of the following month, at which point they will begin to be billed as a Contracted Use participant. Change of Contracted Use of the Extended Care program requires notice on or before the 8th of the month prior to the month in which the participant wishes the change to go into effect for the invoice to be adjusted appropriately. Any Contract changes should be made with the Program Director.

Program Fees

Contracted Use: \$18/session

Occasional Use: \$20/ session

The Waldorf School of Pittsburgh does not discriminate on the basis of race, color, gender, national and ethnic origin in the administration of its educational policies, admissions policies, tuition assistance and scholarships, or any other programs.



This application is to be completed by a parent or guardian.

A non-refundable application fee of **\$30.00** is required of each applicant.

Applicant Information (Currently placing children participating in Nursery, Kindergarten or Grades)

Requested Start Date: _____ Grade: _____

Name of Applicant: _____
First Middle Last Nickname (if any)

Date of Birth: _____ Male Female

Primary Home Address: _____

City: _____ State: _____ Zip code: _____

Electronic school communication should be sent to: _____
Primary Email Address

Please select and fill out appropriately **one** of the two options below:

I would like to enroll my child in the *Contracted Use* option for the following days:

	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I would like to enroll my child in the *Occasional Use* option of the Extended Care Program
 [at least 24 hours advance notice is required when scheduling]

For Office Use Only

Application Received: Date _____ By _____

Amount Received: _____ Check # _____

Parent/Legal Guardian Information

Father/Guardian's Name: _____ Email: _____

Home Address: (same as above) _____

Home Telephone #: _____ Mobile #: _____

Occupation: _____ Industry: _____

Business Name & Address: _____

Business Telephone #: _____ Are you the primary contact: ? Yes No

Mother/Guardian's Name: _____ Email: _____

Home Address: (same as above) _____

Home Telephone #: _____ Mobile #: _____

Occupation: _____ Industry: _____

Business Name & Address: _____

Business Telephone #: _____ Are you the primary contact: ? Yes No

Marital Status of Parents

Married

Separated

Divorced

Widowed

Unmarried

Father Remarried

Father Deceased

Mother Remarried

Mother Deceased

Signature: _____

(Signature of parent or guardian)

Date: _____

Signature: _____

(Signature of person to be financially responsible, if different)

Date: _____

By signing this application/contract and upon acceptance of my child into the Extended Care Program; 1) I acknowledge that I have received a full written description of the features and duties of the Extended Care program; 2) I am committing myself to any and all financial or other obligations associated with the program; 3) I obligate myself to pay any and all collection fees and costs that are incurred to collect any past due amounts.