



Extended Day by Mis Amigos

Registration Form

Child's Name _____ Effective Date _____

Parent/Guardian's name (print) _____

Indicate the days you will use:

___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

Indicate ALL the plans you will use:

SINGLE PLANS

___ Before School (7:00-9:00 am)

___ Lunch Bunch (11:30-12-30 pm)

___ Playtime (11:30-3:00 pm)

___ After School (3:00 - 6:00 pm)

COMBINATION PLANS

___ Before school AND lunch bunch (7:00- 12:30 pm)

___ Playtime AND After school (11:30-6:00 pm)

___ Before school AND playtime (7:00-3:00 pm)

___ Before, playtime AND after school (7:00-6:00 pm)

Indicate the non-school days (7:00-6:00 pm) you will use:

MEA Weekend

___ Thursday, October 15 ___ Friday, October 16

Parent/Teacher Conferences & Thanksgiving Week

___ Monday, November 23 ___ Tuesday, November 24 ___ Wednesday, November 25

Winter Break

___ Monday, December 21 ___ Tuesday, December 22
___ Monday, December 28 ___ Tuesday, December 29 ___ Wednesday, December 30

Winter Holidays

___ Monday, January 18 ___ Monday, February 15

Spring Break

___ Monday, March 29 ___ Tuesday, March 30 ___ Wednesday, March 31
___ Thursday, April 1 ___ Friday, April 2

Parent/Teacher Conferences

___ Thursday, May 6 ___ Friday, May 7

By signing this contract for services, I agree to the following:

1. I understand that my child cannot begin Extended Day by Mis Amigos until I receive written or oral confirmation from Mis Amigos Office. Extended Day by Mis Amigos reserves the right to not accept or process any registration for up to 5 business days prior to and after the start of any session.

2. I agree to pay the following fees and provide the required schedule change notification as follows:

Registration Fee: \$25. Fee waived if registering for preschool at the same time.

Late Pick up Fee: \$1 per minute after the 6:00 pm closing time. Enrollment may be terminated for consistent lateness.

Late Payment Fee: \$10 per month for invoices that are not paid for any reason. Enrollment may be terminated for repeated non-paid invoices.

Schedule Changes/Cancellation:

Type of Change	Fee	Required Days notice to Mis Amigos Office
School Day: Schedule Changes & Program cancellation	\$15 per schedule change (cannot cancel individual school days for credit)	5 business days prior to the effective date. Parent will receive an email confirmation along with a revised account statement reflecting the new tuition fees.
Non School Day: Additions (after initial contract is processed)	No fee, daily cost is \$40	Not required, please arrange time needed with the office.
Non School Day: Cancellations	\$15 each time requested (can cancel as many days as desired per request)	With 10 business days or more notice, credit will be given after fee is applied. Without 10 days notice, no credit is given.

3. **Absences:** NO REDUCTIONS WILL BE MADE FOR ABSENCES.

4. **Adding Days/Extra Time:** I understand that occasionally I may need to use the services of Extended Day by Mis Amigos on days not designated in this contract (Extra Time). This time should be scheduled directly with the office. Please note that any extra days needed are granted on a space available basis only. I agree that I may not send my child to Extended Day by Mis Amigos without the prior approval of the office.

Payment for "Extra Time" is due with your next tuition payment. Any change or cancellation in your Extra Time reservation will require a 5 business day written notice to the Mis Amigos Office.

*****PLEASE COPY CONTRACT FOR YOUR RECORDS*****

Parent/Guardian's signature _____ Date _____

Please include a check for \$25 registration fee made payable to "Mis Amigos".

For Office Use

Date received (with fee) Amount Check number