

MTW EXTENDED DAY REGISTRATION FORM

Last Name		Teacher		Grade	
First Name		Emergency Contact	<i>Other than parent:</i>		
Billing Name		Phone			
Address		Relationship			
City		Pick-up 1			
State & Zip		Phone			
Billing Email		Pick Up 2			
Parent 1		Phone			
Cell Phone		Pick-up 3			
Home Phone		Phone			
Work Phone		Medical Info - Describe chronic health issues/limitations			
Email for ED alerts		<p>*<u>Asthma / Food Allergies / Health Alert</u> You must see the ED office staff, complete the asthma/allergy/health form and supply necessary emergency medication before starting Ext Day.</p>			
Parent 2		My child has: ___ Asthma ___ Food Allergy ___ Other Condition - Specify _____			
Cell Phone		_____			
Home Phone		_____			
Work Phone		_____			
Email for ED alerts		___ My child can participate in all Ext Day activities.			

Check days your child will attend and Special Fee Classes (if applicable)

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY
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❖ Due at Registration - Amount		❖ Payment Information	
Registration Fee \$80 by 12-21-18 <i>Or \$120 after the 12-21-18 deadline)</i>	\$ 80.00 / \$120.00 (circle one)	Starting Date:	
One Month Security Deposit <i>Applied to the last month of tuition</i>	\$	Payment Amount:	Date:
1st Month Tuition	\$	Check or Money Order #	
Special Fee Class <i>Violin or Cello - Circle One</i>	\$	Bill Pay / Quick Pay _____ (✓) <i>through your bank</i> <i>(see registration instruction page)</i>	
TOTAL	\$	Venmo _____ (✓) <i>(see registration instruction page)</i>	

Scholarship Application Submitted: _____ (✓) **Tax Returns Submitted (for scholarship):** _____ (✓)

MIDTOWN WEST EXTENDED DAY

TERMS AND CONDITIONS FOR PARTICIPATION

As the parent/legal guardian of, _____ I understand and agree to the following:

1. My initial deposit payment covers the last month of my child's tuition. I shall not be entitled to any deduction for absence, illness, withdrawal, or suspension of my child from the Extended Day Program.
2. **I will pay fees to the program on the first of each month (through the month of May). Payment is due by the first (1st) of each month. If not received by the tenth (10th) of the month, a \$20 late fee will automatically be added. If tuition is not paid in full by the end of each month my child will be suspended from the Extended Day Program until all outstanding fees are paid in full.** The deposit will be applied to the current outstanding balance. I will be required to pay another deposit and the next month of tuition for my child to return to the program. Under such circumstances, I will be responsible for picking up my child at the MTW dismissal time following normal Midtown West pick-up policies.
3. There are a limited number of scholarships available to qualifying families. Determinations will be based upon income and family circumstances. Applicants must submit: the Registration Form & Contract, the Scholarship Application Form, the \$80 Registration Fee and copies of the first two pages of the previous two years of federal income tax returns.
4. I give permission for my child to participate in any and all Extended Day activities including trips during all camps and the regular program day to local venues, parks and events.
5. I give permission for my child's photo, likeness, or work to be used in promotional material for the Extended Day Program in videos, brochures, or posters to be used only within the MTW community, not for public distribution or on the public MTW website.
6. My child is required to meet standards of behavior consistent with the policies of The Midtown West School philosophy and if my child fails to behave or demonstrates repeated inappropriate conduct, the Extended Day Program has the right to dismiss my child or remove him/her from any activity.
7. If my child is not picked up by 6:00 PM, I agree to pay a late fee of \$10 for every 15 minute period thereafter that he/she must be cared for after hours; i.e. 6:01=\$10, 6:15=\$20, 6:30=\$30 etc, and that I may be asked to withdraw my child without a refund of fees if I am repeatedly late for pick-up.
8. If my child is injured and requires medical attention and I cannot be reached for instructions, a representative of the Extended Day Program will accompany my child to the nearest emergency room for treatment.
9. I understand that I am required to supply pertinent medical information and the appropriate emergency medication, i.e., asthma pump or EpiPen, for chronic health issues such as asthma or anaphylactic shock due to severe food allergies. I must replace any expired medication and update all forms and information whenever necessary. My child cannot attend the program unless all forms and medications are up to date.
10. I do hereby waive, release, absolve, indemnify and agree to hold harmless the organizers, supervisors, participants, Extended Day Committee, and all other persons acting on behalf of the Extended Day Program whether the result of negligence or for any other cause except to the extent and in the amount covered by accident or liability insurance.
11. I will notify the Program Coordinator in writing, using the Extended Day schedule change form, by the 15th of the month if I want to add day(s) to my child's schedule. I understand that this change will become effective at the beginning of the next month's billing period. There will be a \$15 change fee. I understand that I cannot drop days from my child's schedule until January to begin in February.
12. This is a contract with the Extended Day Program for the school year. If I choose to drop out of the program before the end of the school year, I must give one month's written notice in order for any remaining deposit credit to be applied to the last month's tuition. Deposits are non-refundable.
13. I have read and understand the program information provided to all registrants and I have completed the registration form.
14. I understand that only students attending Midtown West School may attend the MTW Extended Day program.

Signature of Parent/Legal Guardian

Date