



CHILD NAME \_\_\_\_\_ SITE \_\_\_\_\_

CHILD NAME \_\_\_\_\_ SITE \_\_\_\_\_

CHILD NAME \_\_\_\_\_ SITE \_\_\_\_\_

PARENT NAME \_\_\_\_\_

SCHEDULE FOR:  WEEK OF \_\_\_\_\_

**WEEKLY SCHEDULES:** Weekly schedules only apply to standard school days. If you will need care on Delayed Starts/Half Days/Scheduled Days Off you must submit a schedule by the due date. Weekly schedules do not carry over to Winter/Spring Break or beyond the current school year. We have specific schedules for Breaks. **IMPORTANT NOTE:** One schedule may be used per family **only if all hours are exactly the same.** This includes the times their school starts.

DAYS	A.M. ARRIVE	A.M. DEPART	P.M. ARRIVE	P.M. DEPART
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

Schedules and payment are due no later than 6:00pm on the Wednesday prior to the scheduled week. Your account will be assessed a \$10.00 late fee PER CHILD for schedules received after this time. Due date may change on Holiday weeks. Notification of this change will be posted and emailed. Schedules will not be taken over the phone. You will be charged for days scheduled, even if your child does not attend.

Schedules with **Cash or Check payments** can be turned in at your Open Door site or at the Child Services office/drop box. Schedules with **Credit Card Payments** can be turned in at the locations listed above, emailed to [children@ghaps.org](mailto:children@ghaps.org), faxed to 616-850-6840 or completed online. Once a schedule is submitted by 6:00pm the Wednesday before the week of care, changes to the schedule cannot be made. Addition of days/times, will only be accepted if openings are available. **You must contact us prior to the time of care - NO DROP IN CARE ALLOWED.**

**Preschool Aged Children Rates:**

Hourly (less than 7 hours per day)	\$9/hour*
Full Day (7 or more hours, less than 5 days/week)	\$45/day*
Full Time (7 or more hours, 5 days per week)	\$200/week*

\* Actual hours are rounded up to the next 1/2 hour. Additional children will receive 10% discount. The child who attends the most is charged the full rate.

**Young 5 – 6<sup>th</sup> Grade Rates:**

Before School Care (anytime from 6:30am-8:30am)	\$15*
After School Care (anytime from 3:45pm-6:00pm)	\$15*
Delayed Start (anytime from 6:30am-10:30am)	\$25*
Half Days (anytime from 11:45am-6:00pm)	\$32*
Snow Days/Full Day (anytime from 6:30am-6:00pm)	\$45*

\*Additional children will receive a 10% discount. The child who attends the most is charged the full rate.

AMOUNT PAID: \_\_\_\_\_  CHARGE CC ON FILE  CHECK # \_\_\_\_\_  CASH  OTHER \_\_\_\_\_

All schedules must include child's first and last name, school, parent first and last name, date of schedule, arrival and departure time, payment information and parent signature. Incomplete schedules will not be processed and late fees will apply.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ LATE FEE? Yes / No