



# STAY & PLAY!

## 2017 – 2018 Sign-Up Information

**EARLY BIRDS** – Start the day with a play date at school! (8:00-9:00)

**LUNCH BUNCH** – Have fun with friends at lunch & play! (12:00-1:00)

**EXPLORERS CLUB** – Explore a new adventure every day! (12:00-3:00)

**Science Club** – Learn about the world through hands-on experiments (Mondays)

**Art Club** – Creative fun projects that build decision making and planning skills (Tuesdays)

**Fitness Club** – Get fit playing fun, active games (Wednesdays)

**Music Club** – Experience different forms of artistic expression through music (Tuesdays)

**Drama Club** – Perform classic fairy tales and learn stage-craft (Fridays)

### ONLINE SIGN-UP

At the beginning of each month, a Sign-up Genius invitation will be emailed to you. Two months are posted at a time. In following MSDE and OCC regulations, we are limited to 20 children per afternoon with a teacher:student ratio of 1:10. **Because of our room capacity and staffing requirement, a spot cannot be guaranteed for your child unless you sign up.**

1. **SIGN UP** – [www.signupgenius.com](http://www.signupgenius.com).

2. **LOGIN** – User ID (your email), then Password (your personal password)

3. **CONTACT** – [eday@stpaulsuthschool.org](mailto:eday@stpaulsuthschool.org) (use this email to search for sign-up or for billing questions).

### PAYMENT OPTIONS & POLICIES

**DROP-IN OPTION & POLICY** – Early Birds sign up & cancellation deadline is 8:00 p.m. the previous day; Lunch Bunch and Explorers Club sign-up & cancellation deadline is 9:00 a.m. that day. A spot cannot be guaranteed for your child unless you sign up by the deadline, and a late sign –up charge will be assessed. If you cancel you will need to remove your child’s name from the sign up or you will be charged. Payment is due the day your child attends. After one month of non-payment of Stay & Play fees, your child will not be permitted to attend Stay & Play. Payment arrangements must be made with the Director and your child may return to Stay & Play once payment is current.

Early Birds (8:00-9:00)	\$8.00 per session
Lunch Bunch (12:00-1:00)	\$8.00 per session
Explorers Club (12:00-3:00)	\$25.00 per session

**DISCOUNT PRE-PAY PACKAGE OPTION & POLICY** – **Please note that you will need to sign up to reserve your child’s spot in the weekly Club(s) once the monthly sign-up is posted.** If you do not sign up, a late sign-up charge will be assessed. You will be billed at the beginning of each semester. After one month of non-payment of Stay & Play fees, your child will not be permitted to attend Stay & Play. Payment arrangements must be made with the Director and your child may return to Stay & Play once payment is current.

20% Discount Package (1-4 Clubs, 12:00-3:00)	\$20.00 per session
40% Discount Package (All 5 Clubs, 12:00-3:00)	\$15.00 per session

***Your child’s class does not need to be in session to STAY & PLAY!***  
*(Children must be age 3 & fully potty-trained to attend)*





# STAY & PLAY DISCOUNT PACKAGE 2017 – 2018 APPLICATION

Child's Name: \_\_\_\_\_

Age: \_\_\_\_\_

## 20% Discount Pre-Pay Package (\$20 per afternoon)

### Semester I (12:00 - 3:00 p.m.)

- Science Club (Mondays, \$260)
- Art Club (Tuesdays, \$260)
- Fitness Club (Wednesdays, \$240)
- Music Club (Thursdays, \$260)
- Drama Club (Fridays, \$240)

### Semester II (12:00 - 3:00 p.m.)

- Science Club (Mondays, \$320)
- Art Club (Tuesdays, \$380)
- Fitness Club (Wednesdays, \$400)
- Music Club (Thursdays, \$400)
- Drama Club (Fridays, \$380)

## 40% Discount Pre-Pay Package (\$15 per afternoon)

- Semester I (Monday – Friday, \$945)
- Semester II (Monday – Friday, \$1,410)

*The payment deadlines are August 15, 2017 for Semester I and December 15, 2017 for Semester II. There is no refund if your child is absent. If you wish to cancel your package, please do so by the payment deadline. In following MSDE and OCC regulations, we are limited to 20 children per afternoon with a teacher:student ratio of 1:10. **Because of our room capacity and staffing requirement, a spot cannot be guaranteed for your child unless you sign up on Sign Up Genius.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# STAY & PLAY 2017 – 2018 POLICY

In following MSDE and OCC regulations, we are limited to 20 children per afternoon with a teacher:student ratio of 1:10. Because of our room capacity and staffing requirement, *a spot cannot be guaranteed for your child unless you sign up.*

## DROP-IN POLICY

### Early Birds

- **Sign Up & Cancellation Deadline** is 8:00 p.m. the day before the session. *To reserve your child's spot, you will need to sign up by the deadline.* If you sign up late and if there is room in Early Birds, there will be an additional \$5.00 late sign up fee. If there is no room, you will not be able to drop off your child. If you do not cancel by the deadline you will be charged.

### Lunch Bunch and Explorers Club

- **Sign Up & Cancellation Deadline** is 9:00 a.m. the morning of the session. *To reserve your child's spot, you will need to sign up by the deadline.* If you sign up late and if there is room in Lunch Bunch, there will be an additional \$5.00 late sign up fee; if there is room in Explorers Club there will be an additional \$10.00 late sign up fee. If there is no room, you will need to pick up your child. If you do not cancel by the deadline, you will be charged.

### Billing

- Please submit your payment in a labeled envelope and place in the Stay & Play Payment Box at the school entrance. *Payment is required on the day your child attends the Club.* You will be billed at the end of the month if there is a balance. Payment is due within five business days of the bill. Late fees can be applied at the discretion of the school.
- After one month of non-payment of Stay & Play fees, your child will not be permitted to attend Stay & Play. Payment arrangements must be made with the Director and your child may return to Stay & Play once payment is current.

## PRE-PAY PACKAGE POLICY

### Sign-Up & Payment Deadlines

- **Semester I** application and payment are due August 15, 2017; **Semester II** application and payment are due December 15, 2017. No refunds will be given for withdrawal after these dates, or if your child is absent.
- *To reserve your child's spot, you will need to sign up your child each month once the sign up is posted.* If your child is not signed up you will be charged a \$10 late sign-up fee. If there is no room, you will need to pick up your child.

### Billing

- Please mail, or submit your payment in a labeled envelope and place in the Stay & Play Payment Box at the school entrance by the deadline.
- After one month of non-payment of Stay & Play fees, your child will not be permitted to attend Stay & Play. Payment arrangements must be made with the Director and your child may return to Stay & Play once payment is current.

**LATE PICK-UP & WEATHER RELATED CLOSINGS** – Please refer to the School Policy Handbook.

**Please sign below to confirm that you have read the above policy.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

