

# Form Regarding Extended Supervision

Laurel Academy

***It is essential to the smooth running of the before- and after-school program that each family returns the form below, one for each child in the school, by the first day of school.***

While we do accommodate students in the extended hours program on an as needed basis (according to parents' schedules), we ask that parents provide us with information about what their child's routine will typically be. This assists us in planning for extended hours activities and staffing.

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My child \_\_\_\_\_ will generally adhere to the following drop-off and pick-up schedule.

**Drop-offs** (Check appropriate boxes.)

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 – 8:00 a.m.					
8:00 – 8:40 a.m.					
8:40 – 9:00 a.m.					

N.B. Students who are dropped off after 8:40 a.m. will not be charged the before-school care fee.

**Pick-ups** (Check appropriate boxes.)

	Monday	Tuesday	Wednesday	Thursday	Friday
By 4:00 p.m.					
4:00 – 4:15 p.m.					
4:15 – 4:30 p.m.					
4:30 – 5:00 p.m.					
5:00 – 5:30 p.m.					
5:30 – 6:00 p.m.					

N.B. Students who are picked up by 4:00 p.m. will not be charged the after-school care fee.

**Please provide further information/clarification here, if needed:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Relation to Child: \_\_\_\_\_