



### Extended Day Agreement

Parents of students in grades Kindergarten to Eighth grade are invited to register their students for the Extended Day Program provided by Beatrice Mayes Institute (BMI).

#### Types of Service:

Extended Day Care offers 4 types of services. Morning Care Only, Evening Care Only, Morning and Evening Care Services, and Emergency Drop In.

#### Hours:

Early Morning Care services begin at 6:30 a.m. each day. Evening Care Day is offered each day from 3:30 p.m. to 6 p.m. All Extended Care service meets in the cafeteria.

#### Pricing and Billing:

To register your child for our Extended Day Monthly services, please complete the Brightwheel form (located on the school website).

**DISCOUNTED FEES:** All MONTHLY fees are prepaid and paid prior to using the Extended Day program.

Fees are as follows due online MONTHLY by the 1st day of the month that the services are rendered:

| Number of Children | Morning Care (Monthly) | Evening Care (Monthly) | Morning/Evening Care (Monthly) |
|--------------------|------------------------|------------------------|--------------------------------|
| 1                  | \$200                  | \$300                  | \$400                          |
| 2                  | \$300                  | \$400                  | \$500                          |
| 3                  | \$400                  | \$500                  | \$600                          |

#### Emergency Drop-In Fees:

Daily Drop-in is a service designed to accommodate parents that may need care unexpectedly for 1 day. The cost **\$35.00** per child per day and is due the day that the care is received. An additional \$10.00 late fee will be added if payment is not received on the day of care. **This service must be paid through RevTrak** by 2 PM on the day of care by selecting For Families> Family Resources> Extended Care> Emergency Drop In.



NEW SERVICE CATEGORY- Weekly Pay

**Weekly Pay:** This is an optional service designed to accommodate parents that may need care unexpectedly or temporarily for an extended period of time. All weekly fees are prepaid and paid prior to using the Extended Day program. Fees are as follows due online weekly by the 1st day of the month that the services are rendered. Multiple siblings discount is not offered with this service. The rate is per child. **This service must be paid through RevTrak** on the Monday starting the week of care by selecting For Families> Family Resources> Extended Care> Emergency Drop In.

| Services                 | Price |
|--------------------------|-------|
| Morning Care             | \$150 |
| Evening Care             | \$150 |
| Morning and Evening Care | \$175 |

\*(per child, per week)

Terms and Conditions:

An additional penalty fee of \$15.00 per child is charged for late pick-up (after 6.01 PM). A second penalty fee will be assessed of \$5.00 for every 15 minutes increment after 6:15 PM. This fee **MUST** be paid upon arrival- No exception. **This service must be paid through RevTrak.**

Monthly payments are due on the 1st day of each month. A \$35 late fee will be applied to the account on the 2nd of the month. Rates are not discounted due to non-attendance.

The first month's fee is due upon acceptance into the program. Statements/invoices for services are billed monthly and may be paid online via the Brightwheel Parent portal (on BMI's website). Credit card and ACH/ electronic check payments will be subject to a 4.75% processing fee. Brightwheel accepts Mastercard, VISA, American Express, Discover and ACH payments. There is an automatic online payment option available. Cash/ Check are not accepted. After the first fee payment, all subsequent payments are due in advance, no later than the 25th of each month, (The November tuition payment is due by October 25.) Services will be denied after 3 days of non-payment of tuition.

Withdrawal from the program must be in writing. When withdrawing your child from the program, please email [accountspayable@bmischool.org](mailto:accountspayable@bmischool.org) with the intent to withdraw two weeks prior to the end of the month in order to avoid next month fees. No refunds/ credits will be issued for withdrawing during the month. There are no credits or refunds for absences. Monthly fees will be prorated only for the following school closures: Thanksgiving Break, Christmas/ New Years Break and Spring Break.



Wonderland Inc.

**BEATRICE MAYES**  
**INSTITUTE**  
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Monthly fees are not prorated for scheduled early dismissals, emergency school closure days, if your child/ren are suspended or removed from the program for any reason.

Payments may not be collected by Staff members. Please make all payments on Brightwheel or if applicable, RevTrak.

**Outstanding balances at the time of the withdrawal is the responsibility of parents. Families with prior balances will not be eligible for services until payment is received. All payments must be paid in full before your child can enroll in any service,**

Please direct any financial/ billing questions to the Finance Department at [accountspayable@bmischool.org](mailto:accountspayable@bmischool.org).