



# Extended Daycare/Study Hall Schedule – Los Feliz

**Important note:** In view of the continued COVID-19 pandemic, there are some uncertainties as to whether full daycare and study hall services can return to normal in 2022-2023.

LILA is committed to providing daycare and study hall services and you are given the option to sign up to these services with the schedule and annual prices shown below which will help us to determine the demand and plan for it. However LILA may have to review both scheduling and pricing at the end of the current school year and reassess the impact of any continued need for social distancing and cohorting requirements.

If pricing and the ability to provide the daycare and study hall services to all the students in accordance with these schedules are significantly impacted you will be notified in writing, giving you the opportunity to agree/sign up to the new schedules and pricing or request a full refund.

	Pre-K – 2 <sup>nd</sup> Grade	3 <sup>rd</sup> – 5 <sup>th</sup> Grade
<b>Regular School Dropoff Times</b>	8:20am-8:40am	8:40am-9:00am
<b>Afternoon Daycare</b>	Afternoon supervision anytime between 4:00pm-5:00pm	Afternoon supervision anytime between 4:00pm-5:00pm
<b>Study Hall</b>	Study hall for students from 3:20pm-4:00pm (Grades 1-2 only)	Study hall for students from 3:40pm-4:30pm
<b>Combo Daycare / Study Hall</b>	Study hall for students from 3:20pm-4:00pm, and afternoon supervision until 5:00pm (Grades 1-2 only)	Study hall for students from 3:40pm-4:30pm, and afternoon supervision until 5:00pm

## Important Information:

In case parents are going to arrive after 5:00pm for pickup, they must contact the school as soon as possible, by calling the **emergency phone at 323-665-2977**. They must also provide an approximate time of arrival.

The fee for late pickup anytime between 5:00pm-5:15pm is a fixed rate of \$15. For every minute after 5:15pm, a fee of \$1.00 per minute will be assessed in addition to the \$15.

All students should arrive after 8:20am depending on their grade.

A student not being picked up before 4:00pm will automatically attend afternoon daycare.

All students not enrolled in daycare will be invoiced the \$30 per child emergency daycare fee if checked out after 4:00pm.

If you did not register your student for annual daycare during the enrollment process you may still do so by using the form on the next page before September 15<sup>th</sup>.



# Extended Care – Los Feliz

## Daycare & Study Hall 2022-23

**Important note:** In view of the continued COVID-19 pandemic, there are some uncertainties as to whether full daycare and study hall services can return to normal in 2022-2023.

LILA is committed to providing daycare and study hall services and you are given the option to sign up to these services with the schedule and annual prices shown below which will help us to determine the demand and plan for it. However LILA may have to review both scheduling and pricing at the end of the current school year and reassess the impact of any continued need for social distancing and cohorting requirements.

If pricing and the ability to provide the daycare and study hall services to all the students in accordance with these schedules are significantly impacted you will be notified in writing, giving you the opportunity to agree/sign up to the new schedules and pricing or request a full refund.

We understand that the option for enrollment in any **annual** daycare and/or study hall plan remains available **only through September 15, 2022**, and we would like to enroll our child as indicated below:

**Student name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Annual option:**     Afternoon Daycare     Study Hall     Combo Daycare/Study Hall

**Sibling of bus user:**     No                       Yes\*                      **Burbank sibling name:** \_\_\_\_\_

**Please select the days your child will be attending study hall; these are the days your child will be required to attend:**

Monday     Tuesday     Wednesday     Thursday     Friday

**Payment method:**     Authorization to add to Smart Tuition/Blackbaud Tuition Management (for existing accounts only)  
 Prepayment in full via check (to be submitted along with this form to Campus Business Manager)  
 Payment via SCO (fee to be assigned and payable in full before 9/15/2022)  
 Sibling of a bus user (no fees applicable while bus enrollment in effect – see note below)

**OFFICIAL USE ONLY** – Upload the signed form into student file in InfoSnap for processing by the Accounting Department

Care Option Mon-Fri	Service	Pre-K – 2 <sup>nd</sup> Grade	3rd-5th Grade	Payment Option 1: Yearly if enrolled now	Payment Option 2: Monthly payment via SchoolCash Online (before the start of a given month)	Daily Charges “Emergency Care”
1	<b>Afternoon Daycare</b>	Afternoon supervision anytime between 4:00pm-5:00pm	Afternoon supervision anytime between 4:00pm-5:00pm	\$945	\$160	\$30
2	<b>Study Hall</b>	Study hall for students from 3:20pm-4:00pm (Grades 1-2 only)	Study hall for students from 3:40pm-4:30pm	\$1,260	\$200	Daycare hours end at 5:00pm. Refer to “After-hours Pickup for Regular Daycare” section below to see cost details for pickup after daycare hours.
3	<b>Combo Daycare / Study Hall</b>	Study hall for students from 3:20pm-4:00pm, and afternoon supervision until 5:00pm (Grades 1-2 only)	Study hall for students from 3:40pm-4:30pm, and afternoon supervision until 5:00pm	\$1,870	\$280	

**\* Important note for younger siblings of any enrolled intercampus transportation user:** If a family enrolls a student in the School’s annual bus service Option 1 and said student uses it fully, any enrolled sibling of the bus user is offered free daycare while waiting for the departure and/or arrival of the school bus. This policy is one of professional courtesy and is not intended to serve as a substitute for need-based daycare or study hall registration. This facility may be withdrawn depending on bus use.

**Annual Plan Options:** Annual plan fees are due and payable when selected at the time of enrollment/re-enrollment or as officially elected anytime thereafter up until September 15. Enrollment in an annual plan is highly suggested for families who expect to have regular ongoing supervisory needs since annual enrollment offers both the best cost savings and singular enrollment/administration.

**Monthly Plan Options:** Any family who does not select enrollment in an annual plan (available only until September 15) retains the ability to enroll their child(ren) on an elective monthly basis throughout the year. Such monthly enrollment must be paid via SchoolCash Online before the start of a given month.

**Daily Rates ("Emergency Daycare/Study Hall"):** Families who do not select an annual or monthly plan may enroll their child on an *ad hoc* basis by paying the "Emergency Daycare/Study Hall" fee via SchoolCash Online and notifying the Campus Business Manager of the exceptional supervision needed. Similarly, any student not already enrolled in an annual/monthly plan who is not picked up by 4:00pm sharp will be placed in daycare and/or study hall, and charges of the daily rate (\$30) will be assessed via SchoolCash Online to be due and payable upon receipt.

**Rules & Regulations**

**Study hall attendance:** Study hall is considered an extension of the regular school schedule and therefore all elementary rules and regulations apply.

**After-hours Pickup for Regular Daycare:** The fee for late pickup anytime between 5:00pm-5:15pm is a fixed rate of \$15. For every minute after 5:15pm, a fee of \$1.00 per minute will be assessed in addition to the \$15. Payments for any after-hours services will be charged at the end of the month and will be due upon receipt.

**Transactions:** All fees will need to be paid when due.

**All Fees Non-Refundable:** All advance payments – whether daily, monthly, or annually – are non-refundable regardless of attendance.

**Cash Transactions:** We will not accept cash transactions for daycare and study hall payments.

**Attendance:** Your child will not be able to attend daycare/study hall if the fee is not paid on time.

Parent Full Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_