



**XAVIER UNIVERSITY MONTESSORI LAB SCHOOL
EXTENDED CARE PROGRAM
REGISTRATION FORM
2023-2024**

Due Date by May 26.2023

Child's Name: _____ Early Childhood _____ Elementary _____

Birthdate: _____ Middle School _____

If applicable, does your child nap at home? Yes: _____ No: _____

If yes, typical nap time: _____ length: _____

Name of Parent/Guardian: _____

Phone #'s (home): _____ (cell): _____ (work): _____

Address: _____ City: _____ Zip: _____

Best email to reach you: _____

Name of Parent/Guardian: _____

Phone #'s (home): _____ (cell): _____ (work): _____

Address: _____ City: _____ Zip: _____

Best email to reach you: _____

Please list three adults who we may contact in the case of an emergency, if we are unable to contact parents or guardians:

Name: _____ Name: _____ Name: _____

Phone: _____ Phone: _____ Phone: _____

Indicate below the Plan(s) you are registering

Plan A _____ Plan B _____ Plan C _____ Plan D _____ Plan E _____

- **All Plans require a registration fee of \$50.00 per student.**
- **Make checks payable to: Xavier Montessori Lab School.**

Please complete this form and return with registration fee no later than May 26.2023 to:

Xavier University
Montessori Lab
School Joseph Hall
1024 Dana Avenue
Cincinnati, Ohio 45229-6631

If you have questions, please contact our Extended Care Coordinator Ashley Hollingsworth at 513-745-1075 or hollingswortha1@xavier.edu

Office Use Only: Received: _____ Check #: _____ Amount: _____

Plans A-E

Plans A – E are for families who have specific child care needs that are the same weekly and vary only occasionally. Those who sign up for an annual plan will pay the lowest rates. Registering your child for an annual plan will help us to organize appropriate staffing. If your needs change during the school year you will need to appeal in writing to adjust your contract.

Each plan is based on the school calendar and is divided into **8** equal monthly payments. These payments are **due same day as tuition payments each month** beginning September 2023 and ending April 2023 of the Academic school year. There is no credit for missed days due to include but not limited to: illness, personal vacation, calamity days, in service/at home-work days or enrollment in Extended Care Clubs.

Plan	Plan Type/Days and Times	Annual Fee	Monthly Fee	Hourly Rate
A	Before Care Monday- Friday 7:45 – 8:30	\$1,307	\$163.38	N/A
B	Early Childhood Full Time Monday - Friday 11:30 - 5:00	\$7,217	\$902.12	N/A
C	Early Childhood Part Time Monday- Friday 11:30 - 3:00	\$4,014	\$501.75	N/A
D	Kindergarten and Elementary After Care Monday - Friday 3:00 - 5:00	\$3,311	\$413.87	N/A
E	Customized Annual Plan <i>(Reoccurring Weekly Hours for Academic year)</i>	Plan fees: (Annual fees are calculated based on a minimum \$10.00 per hour/per student)		

If enrolling in Plan E – List the reoccurring hours you are requesting for your Customized Annual Plan

Plan E	Student's Name	Monday	Tuesday	Wednesday	Thursday	Friday
Reoccurring Hours						
Reoccurring Hours						
Reoccurring Hours						

Extended Care follows the Lab School calendar. There is no Extended Care on early dismissal days, when the school is closed or school delays.

