

St. Peter Lutheran Extension 3-4-5 Weekly Reservation Form

For the Week of _____

(This form is due by THURSDAY, _____ by 12:00 noon)

Student(s)

Days:

Time Sessions:

Arrival Time
Before School

Pick-Up Time
After School

_____ Monday	_____	_____
_____ Tuesday	_____	_____
_____ Wednesday	_____	_____
_____ Thursday	_____	_____
_____ Friday	_____	_____

Please return this form by the date and time listed above, in order to be on the attendance log for the week. Also, if this form is turned in or called in late, a \$5 LATE RESERVATION FEE will be assessed to the student's account for this particular week. Your Extension 3-4-5 services and weekly payment will be based on this Weekly Reservation Form (unless late or additional day charges are added.) After the Thursday 12 noon deadline, deletions in a student's weekly schedule will be charged in the following manner:

At least 24 hours notice- 50% fees charged

Less than 24 hours notice- 100 % fees charged

Any addition in this weekly schedule after the Thursday 12 noon deadline will need to be approved in advance by the Extension 3-4-5 Director (*Julie Klopke*) or Coordinator (*Michelle Kay*), or Office Assistant (*Jan Ferrar*) based on availability. For changes, please call (847) 253-6638 extensions 355, 345 or 367, as soon as possible. A statement with this week's charges will be included with the student's next monthly school tuition bill. Payment will then be due with receipt of that statement. Payment can be made via check or cash (for all school tuition and fees) to the school bookkeeper. (*See the Extension 3-4-5 fees chart*)