

Extended Day 2026-2027

AFTERNOON (PM) Monthly Registration Policy

To provide safe, consistent staffing (staff-to-child ratios) and ensure availability for families who rely on Extended Day on a regular basis, Extended Day will use a two-phase monthly registration process.

Phase 1: Set Schedule Registration (also see Half Year Registration)

Families requesting a consistent monthly schedule will receive priority registration.

Priority Registration will be open the 1st through the 15th of every month.

During this registration period, families may choose a **consistent** schedule of:

- 1 day per week
- 2 days per week
- 3 days per week
- 4 days per week
- 5 days per week

The selected schedule will remain the same for the entire month and **may not vary from week to week**. For example, if a family registers for Mondays and Wednesdays, those will be the scheduled days for the entire month. Extended Day requires 2 weeks' notice, for all schedule changes. **You are allowed 1 change of schedule per year.**

Half Year Registration

Extended Day is offering families who have a set schedule for the year the opportunity to register from August 2026-January 2027, and secure their schedule. Please note, we require that families pay for the upcoming month by the 28th of each month prior or you will lose that month's registration spot. We understand things happen and life brings about changes, please let us know 2 weeks in advance for any schedule changes.

You are allowed 1 change of schedule per school year. February 2027 through June 2027 will be open from January 1st-15th.

Phase 2: Individual Day Registration

After Priority Registration closes, any remaining openings will be made available for individual day registrations on a **first-come, first-served basis from the 16th through the end of the prior month**.

Availability for individual days will depend on:

- The number of students already enrolled with consistent monthly schedules.
- Available staffing.
- Program capacity for each day of the week.

Individual day registrations are not guaranteed and may fill quickly.

Waitlist

Once a day reaches capacity, families may choose to join the waitlist. If a space becomes available, families will be contacted in the order they were added to the waitlist. This may be the same day, as we often don't get cancellations until the morning of. You **MUST** receive confirmation, before changing Dismissal Manager to reflect Extended Day.

Thank you,
Easton Park & Recreation