

## **LUNCH 'N FUN MEMO**

To: All BCP Parents  
From: Nancy Smith  
Re: L & F Reservation Procedures, 2011-2012

Our Lunch 'N Fun program is a popular child care option for many families. In order to help the reservation process meet the needs of most families we offer two procedures for making reservations.

Please read on for a description of both reservations procedures:

### **Permanent Reservation Procedures**

1. Reservations are permanent and consistent for particular days of the week for the entire year. For example: all Mondays, all Tuesdays, etc.
2. Reservations are for the entire time slot: \$14.85 per day.
3. There are no reduced rates for siblings.
4. As with pre-schools and day cares, parents are responsible to pay for those slots even if the child is ill. However, we will not charge for cancellations if we are able to fill the child's spot. It is to the parent's advantage to notify us ASAP when their child won't be in attendance.
5. When the unused slot is filled from the waiting list the responsibility to pay for the slot goes to the waiting list parent. (See "as needed" reservation procedures.)
6. Reservations are not transferable.
7. Parents are billed for their use of Lunch 'N Fun at the end of the month.
8. There is a charge of \$10.00 for payments made after the 10<sup>th</sup> of the month.

### **"As Needed" Reservation Procedures**

1. Reservations will be made, as usual, by signing up in L & F books.
2. Parents pay for the time used in L & F @ \$4.95 per hour.
3. Parents are responsible to pay for unused reservations that are not canceled by 8:00 a.m. the morning of the reservation, unless we are able to fill the slot. This charge will be \$5.00. We are sorry we cannot give credit for sick days.
4. When a child on the waiting list fills a time slot, that parent becomes responsible to pay the unused reservation fee of \$5.00.
5. Reservations are not transferable.
6. Parents are billed for their use of Lunch 'n Fun at the end of the month.
7. There is a charge of \$10.00 for payments made after the 10<sup>th</sup> of the month.

### **Dismissal Time**

Lunch 'N Fun ends promptly at 3:00 p.m. There is a late fee of \$5.00 for pick-up after 3:00 p.m. This fee increases every 1/4 hour. Please see the Parent Handbook for complete Late Fee Schedule.

Revised 11/09