

St. Paul's Catholic School Extended Day Program Registration 2017-18

Monthly & Drop-in Extended Daycare Fees will be withdrawn directly from your FACTS account.

You must choose the **Monthly rate** or the **Drop-in rate**. You cannot switch between the two.

I choose the monthly rate:  Yes  No

I choose the drop in rate:  Yes  No

Extended Day Care will not be available when students have a free day or holiday. Extended Day Care is available on early dismissal days.

**Rates for Grades KP through 8<sup>th</sup>**

**If you are utilizing the Monthly rate, your first payment is due in August and it is not prorated.**

2:30 pm to 6:00 pm

Monthly Rates: One child: \$200.00      Two children: \$300.00      Three children: \$370.00

Drop – in rate: \$7.00 per hour (or any portion thereof) per child after 2:40 p.m.

**Rates for Prekindergarten-4**

**Pre-K4 Extended Day Supply Fee: \$200.00 per student (Yearly Fee) is due in August. Paid directly to the office. --- This fee is required by everyone who utilizes the PreK Extended Day Care Program.**

**If you are utilizing the Monthly rate, your first payment is due in August and it is not prorated.**

Monthly & Drop-in Extended Daycare Fees will be withdrawn directly from your FACTS account.

Monthly Rate: \$250.00 per student      8:00 to 11:30am **or** 11:30 am to 3:00 pm

Drop in Rate: \$7.00 per hour per child      8:00 am to 6:00 pm

Monthly Rates: One child: \$200.00      Two children: \$300.00      Three children: \$370.00      3:00pm to 6:00pm

**It is important that you pick up your child NO LATER THAN 6:00 PM. LATE PICK-UPS WILL BE CHARGED \$1.00 PER MINUTE PER CHILD. Please pay this directly to the Extended Day employee in charge at the time of pickup.**

Parents Name: Mr.-Mrs.-Ms. \_\_\_\_\_

Mother's Employer \_\_\_\_\_ Cell# \_\_\_\_\_ Work# \_\_\_\_\_

Father's Employer \_\_\_\_\_ Cell# \_\_\_\_\_ Work# \_\_\_\_\_

Home Phone# \_\_\_\_\_

Child/ren lives with: Mother \_\_\_\_\_ Father \_\_\_\_\_ Both Parents \_\_\_\_\_ Other \_\_\_\_\_

1. **Child's Name** \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Please list any disabilities or allergies, which would limit your child from participating fully in the extended school care program: \_\_\_\_\_

Chronic illnesses: \_\_\_\_\_

List unusual habits, fear, and etc. \_\_\_\_\_

Medicines: \_\_\_\_\_

More information on back.

2. **Child's Name** \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Please list any disabilities or allergies, which would limit your child from participating fully in the extended school care program: \_\_\_\_\_

Chronic illnesses: \_\_\_\_\_

List unusual habits, fear, and etc. \_\_\_\_\_

Medicines: \_\_\_\_\_

3. **Child's Name** \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Please list any disabilities or allergies, which would limit your child from participating fully in the extended school care program: \_\_\_\_\_

Chronic illnesses: \_\_\_\_\_

List unusual habits, fear, and etc. \_\_\_\_\_

Medicines: \_\_\_\_\_

4. **Child's Name** \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Please list any disabilities or allergies, which would limit your child from participating fully in the extended school care program: \_\_\_\_\_

Chronic illnesses: \_\_\_\_\_

List unusual habits, fear, and etc. \_\_\_\_\_

Medicines: \_\_\_\_\_

Persons permitted to be contacted and or remove child/ren other than parents. Please attach an additional sheet of paper for other names. **If student is going home with someone other than persons listed below a written note is required.**

Name \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## St. Paul's Extended Day Program

Extended care is provided for currently enrolled students of St. Paul's Catholic School. The program operates on all days during which school is in session, this includes early dismissal days. The program provides loving care, supervision, and recreation and enrichment activities. In addition, there is time set aside for homework completion. Each day homework period is scheduled and help given. It is the students responsibility to acknowledge his/her assignment and then to use the resources available. The Extended Day Program Staff has no way of knowing what work, if any, has been assigned to individual students.

Fees are the sole support of the Extended Day Program. The Extended Day Program is not subsidized by the school or the parish. Fees are paid August through May. If you are utilizing the monthly rate, your first payment is due in August and is not prorated.

**Student Pick Up:** Parents/Guardians should not remove students from the schoolyard or other areas without first notifying the Director and signing the student/s out in the cafeteria.

Parents/guardians should not send persons whose names are not on the Extended Day Program Registration Form to request the release of students. For the student/s safety, the release will not be granted. If a parent/guardian wants someone who is not listed on the Extended Day Program Registration Form to pick up their student/s they must write a note to the Director of Extended Day Program and it needs to be sent to the school office that day.

Parents/guardians may wish to telephone the Extended Day Program asking that their child be directed to go to various places after school. There is always a possibility that a person other than a parent/guardian may telephone, so such requests WILL NOT be granted.

**Parents are responsible for keeping track of needed income tax information.**

**Illness or Accident:** In cases, which appear to be of a minor nature, first aid will be administered on the premises. In cases, which appear serious, the Program Director will make every effort to contact the parent/guardian. If parent/guardian cannot be reached, the Director and staff will act according to their best judgment for the welfare of the child.

**Toys from home:** It is requested that students not bring toys from home.

**Expectations of Student's Behavior:** Every student is expected to abide by the rules, respect staff members, other students, and all property. If a student violates these standards, we will first take action by removing the student from the group and seating him/her by him/herself for a 5-minute period. If the student does not respond to this and the problem behavior persists, the parents will be called in for a conference. Should there continue to be problems, a second conference will be arranged and at that time the student may be dismissed from the program.

**Special Events:** Holidays and holy days are celebrated throughout the year. The Director would welcome a meeting with any parent who would like to suggest further celebrations or special activities. Your ideas and suggestions are most welcome.

**Dress Code:** Students will be allowed to change into play clothes each afternoon. It is the student's responsibility to keep their uniform and shoes together. Please check to see that all uniform articles are labeled with the student's name. Tennis shoes and appropriate play clothes should be worn. Jackets and sweat clothes are needed for colder weather. No tank tops or inappropriate clothing will be allowed.