



ST. JOSEPH
CATHOLIC SCHOOL

******UPDATED FORM AUGUST 2018**

EXTENDED CARE INFORMATION

FOR THE 2018-2019 SCHOOL-YEAR

OVERVIEW:

St. Joseph Catholic School offers extended care hours to assist with family schedules. On schools days, we are open before and after school. We are also open on the in-service days that staff is on site. During their time in Extended Care, students will do homework, participate in organized games, crafts, or activities, and have an opportunity for unstructured free time. A snack will be provided during after school care.

For safety we follow the state requirements of an adult to child ratio of 1:15. Openings in Extended Care will be filled on a first come first serve basis. In order to maintain our adult-to-child ratio, we do not offer a drop-in service. We provide staffing and snacks based on the registration forms submitted. You can change your monthly schedule by submitting a schedule change form by the 20th of the month prior.

HOURS:

Before School Care	7 am – 8 am	Daily
After School Care	3:15 pm – 6 pm	Monday, Tuesday, Thursday, & Friday
	2:15 pm – 6 pm	Wednesday
Noon Dismissal days*	12 pm – 6 pm	See reverse for 2018-2019 days
In-service days*	7 am – 6 pm	See reverse for 2018-2019 days

**Bring a nut-free sack lunch on these days*

FEES AND PAYMENT:

Non-refundable registration fee per family	\$30 <i>Due with registration form</i>
Before School Care	\$5 per day per child
After School Care	\$12 per day per child
Noon Dismissal Days	\$20 per day per child
In-service Days	\$35 per day per child

There is a \$1 per minute, per child charge for pick-up after 6 pm (*after three late pick-up charges, families will be charged \$5 per minute, per child*). Outstanding balances of more than 30 days will prevent a student from continuing in the Extended Care program.

All fees for Extended Care will be invoiced and paid through the school's tuition processing company FACTS. These charges will be billed under the section "Incidental Fees" at the beginning of each month. You can set up Autopay for Incidental Fees as well. All payments will be processed through FACTS directly. There will be a \$25 late fee for invoices not paid by the 15th of the month. Families will be billed for the days registered, regardless of whether or not the student attends.

LOCATION:

Extended care is located in the St. Dominic/St. Maria Goretti rooms in Marian Hall. Enter through the outside doors which are located between Marian Hall and kindergarten.

CHECKING IN:

Before school: Parents are asked to personally bring their child into Extended Care and sign them in. At 8 am, the Extended Care staff will bring the students to classrooms so they can prepare to begin the school day.

After school: Students will be released after dismissal to the covered area on the playground where they will be checked in by Extended Care staff and then taken to the cafeteria for snack. See the schedule for where your child will be when you arrive to pick up. Parents or authorized persons must come to Extended Care and sign the student out for the day. Written notice must be given for a person to pick up a child who isn't on the authorized dismissal list.

Parents must inform Extended Care staff if a student will be in an after-school activity (sports, chess, etc.) so arrangements can be made to get the student between the activity and Extended Care.

SNACKS:

We provide an afternoon snack prepared by our school cafeteria staff. These snacks follow the FDA guidelines for after school snacks. Due to peanut/tree nut allergies, students are only allowed to eat food we prepare. No outside food is allowed unless your child has special needs we cannot meet.

INCLEMENT WEATHER PROCEDURE:

If St. Joseph Catholic School is closed, there will be no Extended Care available. If there is a late opening, there will be no before school care; however there will be after school care. Should weather conditions get worse during the time care is provided, St. Joseph Extended Care staff may decide to contact parents and request children be picked up as soon as possible.

EMERGENCY INFORMATION:

The Extended Care staff has emergency information for each student available to them. We will administer necessary first aid for non-life threatening situations, and parents/guardians will be notified as soon as possible. We encourage you to have your child carry emergency medications (Epipens, inhalers, etc.) in their backpack or on their person, as we are not always in close proximity to their medications locked in the school office.

SCHEDULE:

3:20 pm (2:20 on Wednesdays)	Cafeteria for snack.
3:45 pm (2:45 on Wednesdays)	Outside play on playground or covered area. Please send your child in appropriate weather gear.
4:15 pm (3:15 on Wednesdays)	Extended Care Room for homework, free choice time, projects and games. Students will do homework before other activities.

NOON DISMISSAL DAYS - 2018-2019

After school care will be available from 12 pm – 6 pm for \$20 per child, per day. Please note we will not offer after school care on 12/21, Good Friday, 4/19 and 6/14. Students should bring a sack lunch on these days; snacks will be provided. Lunches must be nut free. Register for any of these days on the Extended Care registration form:

Wednesday, August 29th
Wednesday, October 17th
Thursday, November 29th
Friday, January 25th
Thursday, March 14th
Friday, May 3rd

IN-SERVICE DAYS - 2018-2019

All day Extended Care will be offered on in-service days when there is no school and staff are on site. This does not apply to holidays or school vacations. Extended Care will be available from 7 am – 6 pm for \$35 per child, per day. Students should bring a sack lunch on these days; snacks will be provided. Lunches must be nut free. Register for any of these days on the Extended Care registration form:

Thursday, October 18th
Friday, October 19th
Friday, November 9th
Friday, February 15th



******UPDATED FORM AUGUST 2018**

EXTENDED CARE REGISTRATION FORM
FOR THE 2018-2019 SCHOOL-YEAR

FOR OFFICE USE	
Fees Paid:	_____
Date Paid:	_____
_____ Cash	_____ Check
_____	_____

CHILD'S NAME	GRADE
1. _____	_____
2. _____	_____
3. _____	_____

HOW TO REGISTER: Adding an approximate time in a column below will register your child for that recurring day (before or after school care) or for that specific day (noon dismissal and in-service days). You will be able to make monthly changes on our schedule change form that you will need to submit on the 20th of the month prior to the month your child(ren) will need care.

REGISTER FOR BEFORE SCHOOL CARE

DAYS	APPROXIMATE TIME OF DROP-OFF
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

REGISTER FOR AFTER SCHOOL CARE

DAYS	APPROXIMATE TIME OF PICK-UP
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

REGISTER FOR NOON DISMISSAL DAYS – Available 12 pm – 6 pm

DAYS	APPROXIMATE TIME OF PICK UP	DAYS	APPROXIMATE TIME OF PICK UP
Wednesday, 8/29		Friday, 1/25	
Wednesday, 10/17		Thursday, 3/14	
Thursday, 11/29		Friday, 5/3	

REGISTER FOR INSERVICE DAYS – Available 7 am – 6 pm

DATES	APPROXIMATE TIME OF DROP OFF	APPROXIMATE TIME OF PICK UP
Thursday, 10/18		
Friday, 10/19		
Friday, 11/9		
Friday, 2/15		

REMINDER: If you need to change the days you need care for any month, please submit a schedule change form by the 20th of the month prior to the month your child(ren) will need care. Forms can be picked up in the office or found online on the school website.

Children must be registered for specific days to attend. We do not offer a drop-in service.

Parent/Guardian Name: _____ Relationship to Child(ren): _____

Email: _____ Cell Phone: _____

email for invoices, statements, and other correspondence

Home Phone: _____ Work Phone: _____

Parent/Guardian Name: _____ Relationship to Child(ren): _____

Email: _____ Cell Phone: _____

email for invoices, statements, and other correspondence

Home Phone: _____ Work Phone: _____

DISMISSAL AUTHORIZATION

List the names and phone numbers of those, other than you, who are authorized to pick up your child(ren). We will only release children to those listed. Photo identification may be requested.

Safe Pick-up Person's Name	Cell Phone Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

I agree to pay St. Joseph Catholic School, for the 2018-2019 school year, for Extended Care services as outlined on the Extended Care information form. I understand that there will be a \$25 late fee for any invoice not paid by the 15th of the month and that if my account has an outstanding balance beyond 30 days my child will no longer be eligible for Extended Care services.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

REGISTRATION FEE OF \$30 PER FAMILY DUE WITH THIS FORM