



Extended Care Program 2018-2019

The following is information regarding the Saint Jude School Extended Care Program.

1. Registration Procedure

- A. Complete the registration and emergency information forms.
- B. A **\$25.00 non-refundable registration fee per child or \$35.00 Family Rate** should be included with the paper work.
- C. Return the registration form, emergency information form and registration fee to the School Office.

2. Times

- A. Before School Program provides daily care from 6:30-8 a.m. (Preschool-8)
- B. After School Program provides daily care from 3:15-5:30 p.m. (Preschool-8)
The cost of the program is detailed below.

3. Financial Policies*

- A. Before School Program
 - \$4.00 per day (additional \$2.00 per day for each added child)
 - On 2 (two) hour delays there will be an additional charge for the Before School Program \$6.00 (additional \$2.00 per day for each added child)
- B. After School Program
 - \$6.00 per day (additional \$2.00 per day for each added child)
 - **Early Dismissal:** \$8.00 from 12:30-5:30 p.m. (additional \$2.00 per day for each added child)

**Please note, the above prices are subject to change.*

- C. Drop in services are not available. **If your child is in extracurricular activities and has to remain at school until practice, he/she must be registered in Extended Care in order to stay in Extended Care.** You will be charged the normal fee.
- D. Your weekly invoice will be sent home with your child on Tuesday. All fees must be paid within two weeks. Any invoice that is 30 days past due will be assessed a \$25 late fee and your child **will not be admitted** into the Extended Care Program. Please make your check payable to Saint Jude School.

4. Eligibility

- A. All children in Preschool through 8th grade.
- B. Only the child or children you register are eligible for the Extended Care Program.

5. Arrivals – Before School Program only

Parish Center doors only. All other doors will be locked.

6. Departures – After School Program only

- A. Pick up will be at the Parish Center doors only. Doors will be locked and exit only will be possible. Please arrive at the time you are scheduled as we will have no way of knowing you are early. Our After School Program ends promptly at 5:30 p.m. If you cannot pick up your child by that time, please make arrangements for someone else to do so. **Please notify us** of the situation so that we can safely deliver your child to the proper adult. If there is no notification or note, we will not be able to release your child to anyone other than you.
- B. **There will be a late charge of \$1.00 for every minute that a child remains in the program after 5:30 p.m. This is enforced.**

7. Discipline

- A. We are providing an Extended Care Program for the families of St. Jude School. We expect the children to act mannerly and to be obedient.

8. Medications & Allergies

- A. Please advise us if your child has allergies, especially if they have food allergies.
- B. Medications will not be dispensed during the Extended Care Program.

9. General

- A. There will be no Extended Care Program during holidays, student vacations, teacher in-service days, snow days or when school is dismissed early due to inclement weather.
- B. On days that school is on a 2 (two) hour delay, Before School Care will be in operation **ONLY** for children registered in Extended Care.
- C. For those children already enrolled in the program, Extended Care will be provided on those days when school is dismissed at 12:30 p.m. for faculty meetings.