



Extended Care Program 2022-2023-

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 \$35.00 non-refundable registration fee per child or \$45.00 Family Rate** must be included with the registration form and emergency form.
- C. Return the registration form, emergency information form and registration fee to the School Office. Please make your check payable to St. Jude School.

2. Times

- A. Before School Program provides daily care from 6:45-8 a.m. (Preschool-8)
- B. After School Program provides daily care from dismissal-5:30 p.m. (Preschool-8) The cost of the program is detailed below.

3. Financial Policies

- A. Before School Program
 - \$5.00 one child
 - \$10.00 Family
 - There will be no Before School Care on days where there is a 2 (two) hour delay.
- B. After School Program
 - Early Pickup, dismissal to 4 p.m.:
 - \$5.00, one child
 - \$10.00, Family
 - Late Pickup, after 4 p.m- 5:30pm.:
 - \$12.00, one child
 - \$17.00, Family
- 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 invoice will be emailed bi-weekly. All fees are due upon receipt of your statement through the online Procure app. Failure to pay your invoice in full may result in your inability to utilize the Extended Care Program until your balance has been paid.

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. 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 by calling or texting the extended care cell phone at 814-566-8902** 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, for the first 15 minutes; \$2.00 per minute thereafter, 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 on early dismissal days.
- B. 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.
- C. There will be no Before School Care on days that school is on a 2 (two) hour delay.
- D. All sign in and out will be done through the Procure System. Staff will sign your child/children into the program upon their arrival. Parents must sign their children out by scanning the QR code located on the Parish Center doors when they come to pick them up.



2022-2023 Extended Care Registration Form

Parent/Guardian

Name _____ Phone _____
(please print)

Address _____

Child/Children

Name _____ Grade _____ Birth Date _____

Name _____ Grade _____ Birth Date _____

Name _____ Grade _____ Birth Date _____

My child/children will participate in the Saint Jude School Extended Care Program on the following days:

<u>Day</u>	<u>Arrival Time</u>	<u>Departure Time</u>
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

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Please indicate day(s) along with approximate arrival time and/or departure time. Before School Program starts at 6:45 a.m. and After School Programs ends at 5:30 p.m.

\$35 Registration Fee/Child: \$45 Registration Fee/Family - must accompany registration form

NO DROP-INS. CHILD MUST BE REGISTERED

Parent/Guardian Signature

Date

606 Lowell Avenue • Erie, PA • 16505 • 814-838-7676 •
www.eriecatholic.org/sju/



2022-2023 Extended Care Program

Emergency Information Form

Family Last Name _____

Child First Name _____

Child First Name _____

Child First Name _____

Address _____ Home Phone _____

Father's Name _____ Contact Phone# _____

Mother's Name _____ Contact Phone# _____

Illness or Accident: In the event of an apparently serious illness or accident, when I cannot be reached, I wish one of the following to be notified by telephone. They are authorized to act in my absence. They may also pick up my child/children.

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

The following person(s) MAY NOT pick up my child/children: _____

If one of the above contacts cannot be reached, I wish my child to be taken to the hospital. ☐ yes ☐ no If yes, which hospital _____

I wish any one of the following doctors to be notified:

Name _____ Phone _____

Name _____ Phone _____

Special Instructions (allergies, chronic illness, etc.) Please name child and condition
