

**ST. JOHN INTERPAROCHIAL SCHOOL
EXTENDED DAY CARE PROGRAM**

2018 - 2019

Dear Parents,

Welcome to our Extended Day Care Program! The extension program is an after school program for St. John students in grades PreK3- 8th. The purpose of having Extended Day Care is to offer after school care for our students and to provide a safe environment along with familiar surroundings and adequate supervision for our students.

The Extended Day Care Program will operate after school Monday through Friday from 3:00 p.m. to 5:30 p.m. beginning on the first **FULL** day of school for grades Pre-K through 8th.

Pre-K, Kindergarten and first grade students will be in Room 113 in the elementary wing from 3:00 p.m. to 5:30 p.m. (or will be on the playground area).

The 2nd thru 8th grade EDC students will be in Room 101 in the elementary wing. A time will be provided for students in grades 2-8 to do homework. Staff members will be available to assist with homework, but are not obligated to make sure homework is completed during this time. Kindergarten and 1st graders do not do homework at EDC.

Children are provided with a snack and a drink each afternoon. Snacks are not to be brought from home.

Along with this letter, you will find information that may help you decide whether you will participate in our Extended Day Program this school year. We are striving to provide a program which balances the needs of our parents and the needs of our students. We are looking forward to working with you and your child.

If you have any questions, please feel free to come by school or contact Mrs. Jennifer Ourso at 687-6616.

Sincerely,

Mrs. Cherie Schlatre
Principal

Mrs. Jennifer Ourso
EDC Coordinator

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Parents, please read thoroughly, as there are changes from the last school year.

- Late Fees:** Staff members are employed only until **5:30 p.m.**
***PARENTS WILL BE CHARGED A LATE FEE OF \$10.00 PER LATE PICK-UP IF CHILD(REN) IS PICKED UP AFTER 5:30.**
***EDC payments are due by the 10th of each month. If your payment is not received by the 10th, a \$10.00 late fee will be assessed. Your child(ren) WILL NOT be allowed to attend EDC until payment is received.**
***Refunds or discounts will not be given for early departure, extracurricular activities, or for students being tutored, etc.**
***There will be a \$1.00 fee for lost EDC bill.**

When signing out your child(ren) from Extended Day Care, please be sure to put the time and sign your name in the appropriate spaces.

If for some reason you are unable to pick up your child(ren) by the time you have chosen, (on a continuous basis), you will need to change to the other plan. It is unfair to those who pick up their children on time to have others abuse their pick-up plan. Thank you for your cooperation concerning this matter.

Guidelines & Rules:

We realize that the EDC Program is not as structured as class time, but some rules need to be applied for appropriate behavior.

- Students are expected to obey the rules just as they do in their classroom (ex. be courteous, respectful, etc.)
- Each student must bring at least two (2) sharpened pencils and a box of crayons to EDC (to be kept in their book sacks at all times). Students in grades 2-8 are asked to bring a book or magazine of their choice to EDC, on a daily basis, so they will have something to read when they are finished with or do not have homework. Please remember the book or magazine must be within the guidelines of decency and must not contain information on guns and ammo.
- Please emphasize to your child/children that the first hour of EDC for 2nd thru 8th grade students is set aside for homework. For the students to be able to concentrate, there must be a quiet atmosphere for this one hour. Kindergarten and first grade students do not do homework at EDC.

Please complete and return to school:

I have read the guidelines stated above and agree to abide by them.

Name: Please Print

Signature

Date

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Registration: A child must be registered in order to attend EDC, even if your child is a drop in. The registration fee is \$25.00 for one child, \$50.00 for two or more children. **The registration fee, August payment, registration and emergency forms must be turned in upon registration.**

Bills will be sent out at the beginning of each month, beginning in August and are due by the 10th of each month. If your payment is not received by the 10th of each month, a \$10.00 late fee will be assessed.

Plan Choices - Pre-K - 8th Grade: Monthly Rates

A.	3:00 -4:30	First Child	\$ 100.00
		Second Child	\$ 85.00
		Third Child	\$ 70.00

B.	3:00-5:30	First Child	\$ 130.00
		Second Child	\$ 105.00
		Third Child	\$ 90.00

**C. Drop-Ins: (occasional use)
Charge per day Per Child is \$15.00
Registration fee required (\$25.00 for one child, \$50.00 for 2 or more children)**

REGISTRATION INFORMATION

List those children who will be participating in the EDC Program

Child's Name: _____ Gr/HmRm _____

Child's Name: _____ Gr/HmRm _____

Child's Name: _____ Gr/HmRm _____

Child(ren) live(s) with: _____ Relation _____

Program child(ren) will be participating in:

3:00-4:30 _____

3:00-5:30 _____

Drop-In _____

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List those children who will be participating in the EDC Program:

Child's Name _____ Gr/HmRm _____

Child's Name _____ Gr/HmRm _____

Child's Name _____ Gr/HmRm _____

ILLNESS OR ACCIDENT OR LEAVING SCHOOL PREMISES: In the event of 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, and they may also release my child from EDC.

	Hm.Ph. _____	Cell _____	
_____	Address		
Name	Address	Hm.Ph. _____	Cell _____
_____	Address	_____	Name

DOCTOR'S NAME AND TELEPHONE: If one of the above cannot be reached, I wish my child to be taken to the EMERGENCY HOSPITAL: ____ Yes ____ No

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

Name	Ph. #	Name	Ph. #
Name	Ph. #	Name	Ph. #

The following person(s) MAY NOT pick up or call for my child: _____

SPECIAL INSTRUCTIONS: _____

Parents, please list your telephone numbers that may be used in case of emergency:

Mother's Name	Work Ph.	Home Ph.	Cell
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Father's Name	Work Ph.	Home Ph.	Cell
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_____ Date _____
Parent Signature