

SERVICES & FEES

Registration Fee: \$15.00 for one child; \$5.00 for each additional child in the family. Please note that the registration fee will not be charged until the first visit.

Daily Fees

<u>Child</u>	<u>1</u>	<u>2</u>	<u>3</u>
3:15-4:30 pm	\$10	\$15	\$20
After 4:30- until 5:30 pm	\$15	\$20	\$25

Daily Drop-in Policy: The child (children) must be registered in the program with all necessary forms completed and on file with the Extended Care Coordinator. Please call the school office before 11:15 am so that we may enter your child's name on the daily roster. Daily fees apply and payment is due on the same day or week of service.

Weekly fees are due at the end of each week. If your fees are not paid at the end of each week your child will not be permitted to attend Extended Care until they are paid.

Closing time is 5:30 pm. Failure to pick up children by this time may result in a \$1.00 per minute fee, which is due at the time of pick up. Please call the Youth Room 539-3930 x 204 if it is known that a child will not be picked up at closing time. Payments that are not made upon arrival may result in the removal of a child (children) from the program. If you are consistently late picking up your child, the principal has the right to refuse service.

Pickup Procedure: All children must be signed out by a parent or person authorized by the parent. Sign out takes place in Youth Room of Parish Center.

DAILY SCHEDULE

3:15 pm – Gather outside the office for attendance/walk over as a group with the supervisor to the Parish Center

3:30 – 5:30 – homework/recreation

4:30 – light snack provided by the school

REGISTRATION AGREEMENT

- 1. I understand that I am committing myself to participation in the St. Joseph Catholic School Extended Care Program for the duration of the school year unless unforeseen events make withdrawal necessary.**

- 2. I understand that the school office must be notified no later than 11:15 am if my child will be added to the Extended Care roster for that day.**

- 3. I understand that I am responsible for payment of contracted fees at the end of each week. Checks are payable to St. Joseph Catholic School and are given to the Extended Care coordinator or to the school secretary.**

- 4. If my child is having problems in the program, a conference will be arranged between the parent and the coordinator.**

- 5. St. Joseph Catholic School reserves the right to terminate child care services if it is determined that placement is unsatisfactory.**

- 6. I have read and agree to all the policies and fee procedures outlined in the parent handbook.**

Parent Signature/Legal Guardian

Date

Parent Signature/Legal Guardian

Date

Days your child will attend Extended Care: Please circle days and times:

Monday 3:15 – 4:30 pm After 4:30 but no later than 5:30 pm

Tuesday 3:15 – 4:30 pm After 4:30 but no later than 5:30 pm

Wednesday 3:15 – 4:30 pm After 4:30 but no later than 5:30 pm

Thursday 3:15 – 4:30 pm After 4:30 but no later than 5:30 pm

Friday 3:15 – 4:30 pm After 4:30 but no later than 5:30 pm

Drop-In As Needed – I will call before 11:15 am on the day that my child/children need to attend Extended Care.

*****Please send an email or signed letter to indicate any change in the days or times.**

Parent Signature/Legal Guardian

Date

Parent Signature/Legal Guardian

Date