



St. James School Extended Care Program 2020-2021

St. James School extended care program is a safe, educational, and fun environment for students.

Schedule: **Monday- Friday** Morning Session 7:00 a.m. – 7:45 a.m. Monday-Friday
Wednesday Afternoon Session 2:00 p.m. – 5:30 p.m.
M,Tu,Th,Fr Afternoon Session 3:00 p.m. – 5:30 p.m.
Early dismissal days Afternoon Session 11:30 a.m. – 5:30 pm. (must bring a sack lunch from home)

Extended Care Activities: Students will have the opportunity to participate in planned activities, structured play, and outdoor games when weather permits. There will also be time for reading, relaxing, and doing homework. A nutritious snack will be provided each day.

Supervision: We are certified with Children's Services Division and follow their requirements of one adult teacher/aide for every 15 children.

Fee Schedule: Each child will be charged \$5.00 per hour or \$2.50 per 30 minutes. (billing will be rounded to the nearest half hour)

Children picked up after 5:30 p.m. will be charged an additional \$1.00 per minute.

Payments: In order to keep our extended care program funded, we ask all invoices to be paid in a prompt manner. Parents/guardians are billed at the end of each month and are due on the 15th of each month to the school's front office. **Unpaid bills delinquent two months will result in child(ren) exclusion from extended care program.**

Per Oregon State Department of Health and Human Services, all parents/guardians are required to sign their child out from extended care with the time. This will be used to compute the amount of money owed for your monthly statements.

Forms Needed: Extended Care Form and Student Emergency Form.
To help ensure we are fully staffed for extended care please fill out a sheet per child and even if you do not plan to use Extended Care regularly.



St. James School Extended Care Form

(Please fill out a form for each child)

Child's Name _____ 2020-2021 Grade _____

My child will/may attend Extended Care on the following days of the week: (Please check all days that apply.)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

I or an authorized person will pick up my child at the following time: _____

Please check one:

_____ This is a permanent schedule. (In effect until further notice.)

_____ My child will attend Extended Care occasionally.

- I/We understand fee schedules and understand times that are available
- I/We understand I am responsible for notifying the school if my child will attend extended care by phone, email, or signed note NLT 30 minutes before school dismissal. (Unless on a permanent schedule)
- I/We understand early dismissal days my child will bring a cold lunch to extended care.
- I/We understand that in the event that costs and/or fees are incurred in connection with my account, I will pay all such costs and fees.

Parent/Guardian Signature _____ Date _____