

St. James School

EXTENDED CARE PROGRAM

2019-2020

In recognition of a need which exists for many of our families, St. James School will continue to offer our Extended Care program.

Time Schedule: This program will be held in the school, the gym, the playground and the Fireside Room. Child care in the morning will be provided from 7:00 – 7:45am every school day. Child care will be provided after school from 3:00-6:00pm on Monday, Tuesday, Thursday and Friday and from 2:00-6:00pm on Wednesdays. Extended Care will operate on school days only, including early dismissal days when Extended Care will run from 11:30-6:00pm.

Activities: Children who attend 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:

Childcare charge: \$5.00 per hour from 3:00-4:00pm and \$4.00 per hour all other hours. Charges for child care will be calculated by the hour. Your child must be picked up by 6:00 pm or additional charges of \$1.00 per minute will be incurred. After half an hour has lapsed an additional \$10.00 per minute will be charged.

Payments: Parents will be required to sign their child out each day in our logbook. This logbook will also be used to compute the amount of money owed for your monthly statements. The statements will be sent home about the 5th of each month. Payments will be due on the 15th of each month to the school office. Accounts will be considered past due after the 20th of each month. **Delinquency in payment for previous month will result in student not being allowed to attend the Extended Care program until payment is received.**

Necessary Forms: Extended Care Parent Contact; Extended Care Medical/Emergency Form. (Forms attached)

Even if you do not plan to use Extended Care regularly, please fill out the attached forms so your child can attend Extended Care occasionally if the need arises.

ST. JAMES SCHOOL EXTENDED CARE CONTRACT

Please fill out one application for each child.

Child's name _____ 2019-2020 Grade _____

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

Monday Tuesday Wednesday Thursday Friday

I will pick up my child at the following time: _____

Please check one:

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

_____ This schedule is for the week of _____, or month of _____.

_____ My child will attend Extended Care occasionally.

I agree to pay the following:

Child Care charges of \$5.00 per hour from 3:00-4:00pm and \$4.00 per hour every additional

Payments are due by the 15th of each month. Monthly statements will be issued about the 5th of each month to verify charges and payments. Accounts are considered past due after the 20th of each month. .

Delinquency in payment for previous month will result in student not being allowed to attend the Extended Care program until payment is received.

I have read this agreement and understand that I am responsible for payment of my account within the limits herein stated. I agree 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's signature _____ Date _____