

April 2021

**ST. JOSEPH CATHOLIC SCHOOL
EXTENDED DAY PROGRAM 2021-22
PARENT LETTER**

Dear Parents,

St. Joseph Catholic School offers after school care from dismissal until 6:00pm on all school days except the last day of school and on early release days that precede a major holiday, such as Thanksgiving, Christmas, and Easter. A snack, opportunity to complete homework, indoor games and outdoor play time are provided during their time at EDP.

Please read all the information in this document to help you and your child understand the guidelines and policies regarding our program.

REGISTRATION: To register for the program, a form must be completed for each child and returned to the school office or the EDP Director. The rate you sign up for will be automatically charged to your FACTS SIS account after the end of each month. You will not need to re-register each month. If you choose to change rates, the EDP director must be notified through email and the changes will be implemented the following month.

FEES: Program fees for 2021-2022 will be charged as follows:

○ **DROP-IN RATE**

Part time- Children picked up **BEFORE** 4:00pm \$5 per day, per child

Full time- Children picked up **AFTER** 4:00pm \$15 per day, per child

○ **MONTHLY RATE**

\$200 per month, per child

Our monthly rate is a flat rate charge that will be billed to you continuously each month. To stop the monthly rate or to take a month off, you will need to contact the EDP Director through email at mpoellot@stjosephccschool.net. Our monthly rate will not be pro-rated during months with school breaks.

**Late Pick-Up Fee: Students who are not picked up by 6:00pm will incur an additional charge of \$1.00 per minute.

**Once we receive your student for the day, you will be charged \$5 up until 4:00pm. After 4:00pm you will be charged the full-time amount.

**Early Release Days will be a predetermined flat rate and will need to be signed up for ahead of time. If we do not receive at least 5 students signed up by the cutoff date, our Early Release EDP will be canceled and signed up parents will be notified.

PAYMENT: Payment is billed out monthly through your child's FACTS SIS account. Late pickup fees will be included in the statements.

AVAILABILITY: Students will be able to attend the Extended Day Program on all school days except the last day of school and early release days that precede a major holiday, such as Thanksgiving, Christmas, and Easter.

PICK-UP PROCEDURE: Parents or those authorized to pick up the student (listed on the school emergency contact through FACTS SIS) must pick their child(ren) up on the Jupiter side entrance. Please call the EDP Director (469-203-7781) to have her or a EDP Staff member escort your child to the pickup location. A valid driver's license or state issued ID card will be required for identification if anyone unknown to the EDP staff arrives to pick up a child. The authorized person **must sign the child out each day** in the "sign-out binder". Failure to do so may result in expulsion from the extended day program. This is so the staff can properly account for the children in their care. If you plan on having someone pick up your child who is not listed on FACTS SIS or on our EDP documentation, you must contact the EDP director, mpoellot@stjosephccschool.net, to let them know the first and last name of the individual picking the child up for that day or those days.

If parents need to contact the Extended Day Program Director or staff during the program hours, 3:15-6:00pm, they should contact Madeline Poellot's direct school email: mpoellot@stjosephccschool.net or by cellphone (call or text): 469-203-7781.

Any non-immediate questions or comments may be sent to the EDP email: sjcsedp@stjosephccschool.net

Thank you,

The St. Joseph Extended Day Program Staff