

**ST. JOSEPH CATHOLIC SCHOOL
EXTENDED DAY PROGRAM
PARENT LETTER
2024-2025 School Year**

Dear Parents,

St. Joseph Catholic School offers after school care from dismissal until 6:00pm on all school days **except** on early release days that precede a major holiday (Thanksgiving, Christmas, and Easter) or the last day of school. A snack, an opportunity to complete homework, indoor games and outdoor play time are provided during your student's time at our Extended Day Program (EDP).

Please read all the information in this packet 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 one full month following notification.**

FEES: Program fees for 2023-2024 will be charged as follows:

Rate:

- **DROP-IN RATE** \$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, you will need to contact the EDP Director through email at EDP@SJCSTX.net. Our monthly rate will not be pro-rated during months with school breaks and if you cancel the monthly rate, you will be charged the daily rate any subsequent days until the end of the school year.

**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 the daily drop-in rate if you are not registered monthly.

**Early Release Days will be posted at the pick up door as a reminder and listed on the school calendar. On early release days students need to be picked up by 3:30 pm

PAYMENT: Payment is billed monthly through your child's FACTS/SIS account by the 5th of the following month. Charges are billed September through June for EDP months August through May. Late pickup fees will be included in the statements.

AVAILABILITY: Students will be able to attend the Extended Day Program on any school days they attend class except early release days that precede a major holiday (such as Thanksgiving, Christmas, and Easter) and the last day of school. Once signed out for the day, student may not return until the following EDP day.

PICK-UP PROCEDURE: Parents or those authorized to pick up the student (listed on the school emergency contact in FACTS/SIS) must pick their child(ren) up **on the Jupiter side entrance**. 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 in FACTS/SIS or on our EDP documentation, you must contact the EDP director, at EDP@SJCSTX.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 Maria Neville by her direct school email at SJCSEDP@SJCSTX.net or by cellphone (call or text): **469-203-7781**.

Any non-immediate questions or comments should be directed to sjcsedp@sjcstx.net

Thank you,

The St. Joseph Extended Day Program Staff

**ST. JOSEPH CATHOLIC SCHOOL
EXTENDED DAY PROGRAM
REGISTRATION FORM**

Student's Name _____

Grade & Teacher _____ Date _____

Daily:

\$15 per day, per child

Monthly:

\$200 monthly, per child

**Please read over our parent letter for further information about our rates. If you do not indicate daily or monthly you will default to the daily rate.

***PLEASE FILL INFORMATION OUT COMPLETELY AND LEGIBLY:

Parent/Guardian Contact Information

Father's Name _____ **Home Phone** _____

Address _____ **Work Phone** _____

City, Zip _____ **Cell Phone** _____

Mother's Name _____ **Home Phone** _____

Address _____ **Work Phone** _____

City, Zip _____ **Cell Phone** _____

Emergency Information:

Child's Doctor _____ **Phone** _____

Address _____

List any allergies or important medical information:

Emergency contact in case of emergency and parents cannot be reached:

1. _____ **Phone** _____

Relationship to child _____

Authorized to pick up child? _____ **YES** _____ **NO**

2. _____ **Phone** _____

Relationship to child _____

Authorized to pick up child? _____ **YES** _____ **NO**

3. _____ **Phone** _____

Relationship to child _____

Authorized to pick up child? _____ **YES** _____ **NO**

Anything else you would like EDP Staff to know: _____

I have read through all SJCS Extended Day Program information and understand that I will be charged each day my student attends the Extended Day Program.

Parent Signature: _____ **Date:** _____