

August 2023

**ST. JOSEPH CATHOLIC SCHOOL
EXTENDED DAY PROGRAM
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, and indoor games and outdoor play time are provided during their time at 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 at 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 2022-2023 will be charged as follows:

Rate:

o **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

o **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 SJCSEDP@SJCSTX.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 posted at the pick up door for a reminder and listed on the school calendar. On early release days students need to be picked up before or by 3:30pm. For daily rates if the student is picked up before 12:00pm you will be charged \$5. After 12:00pm you will be charged the full-time amount.

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. 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, **SJCSERP@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 Lauren Curfman's direct school email: **SJCSERP@SJCSTX.NET** or by cellphone (call or text): 469-203-7781.

Any non-immediate questions or comments may be sent to the EDP email: **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:

Children picked up before 4:00pm \$5 per day, per child

Children picked up after 4:00pm..... \$15 per day, per child

Monthly:

Charged continuously each month \$200 monthly, per child

**Please read over our parent letter for further information about our rates and check daily or monthly, if not you will be defaulted to daily until you notify the Director, Lauren Curfman.

***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 you would like EDP Staff to know?:

I have read through all SJCS Extended Day Program information and understand that I will be charged according to the time I pick my child(ren) up each day I choose to use the EDP accommodations.

Parent Signature: _____ **Date:** _____