



ST. LUKE CATHOLIC SCHOOL EXTENDED DAY PROGRAM

August 2018

Dear Families:

The attached forms are very important. Please read all of the information and follow the directions below.

1. Every family must fill out the EMERGENCY INFORMATION/REGISTRATION FORM regardless of your intention to enroll your child/children in the program. We need to be able to reach you if your child(ren) come to Extended Day for any reason.
2. We only need ONE FORM PER FAMILY.
3. Please list all of your phone numbers so that we may easily reach you. Be sure to include cell phone numbers.
4. Monthly billing paid by a specific due date. If your payment is more than 30 days late you will be assessed a 2.5 % late fee on your account.

SOME IMPORTANT POINTS ABOUT OUR PROGRAM

WHERE: Our Extended Day Program is located in the cafeteria. This is the room located directly behind the Parish Center.

WHEN: Our hours are: Regular dismissal days: 3:20 – 6:00 pm
Early dismissal days: 12:15 – 6:00 pm

HOW TO REACH US: Our phone number: **(561) 965-0341**. You can reach us during Extended Day hours **ONLY** at this number. If you need to reach us during the school day, contact the school office at (561) 965-8190.

PICK UP: All children must be picked up by 6:00 PM

Regular School Days:

School dismisses at 3:10 pm. Students will be outside at that time. If your child is not picked up at 3:20 pm, he/she will be taken to Extended Day in the cafeteria at which time he/she must be signed out by an authorized adult. **If your child is not picked up by 3:30 pm, you will be charged.**

Early Dismissal Days:

School dismisses at 12:00 pm. If your child is not picked up by 12:15 pm, he/she will be taken to Extended Day at which time he/she must be signed out by an authorized adult. **If your child is not picked up by 12:30 pm, you will be charged.**

Final Pick-up Time for Extended Day is ALWAYS 6:00 pm.

- These dismissal rules are to protect our children.
- There will be no exceptions.
- No child will be permitted to be alone in the parking lot area or any other area on our school campus.
- If your child is not picked up on time, he/she will be taken to Extended Day.
- After School activities: sports, band, tutoring, etc. please make arrangements with Extended Day if your child needs our services either before or after any activity.
- If your child is not picked up on time after an activity, he/she will be brought to Extended Day.
- Students must be picked up by 6:00 pm by – no later.
- A late fee of **\$20 for every 15 minutes** late will be assessed after 6:00 pm.
- Repeated late pick-ups will be cause for dismissal from the program.

ST. LUKE CATHOLIC SCHOOL EXTENDED DAY PAYMENT INFORMATION:

- Payments made payable to St. Luke Catholic School.
- Use rate schedule and calendar of scheduled days Extended Day will be open (below) to calculate payments to our program.
- **Registration Fee: \$25.00 per family.**
- Families will be billed monthly. If bills are not paid by due date students will be unable to remain in aftercare and parents will be called to pick up their child.

SCHEDULED SCHOOL DAYS/EXTENDED DAY OPEN: 2018-19

Month	Regular School Days 3:20-6pm	Early Dismissal Days
12:15 - 6pm August	15	0
September	18	1 (9/7)
October	21	1(10/5)
November	15	0
December	13	1 (12/7) No aftercare (12/21)
January	18	0
February	17	1 (2/1)
March	15	2 (3/1)
April	18	1 (4/5)
May	20	1 (5/3) Last day 5/31 No aftercare

Rate Schedule

Type of Day/Service Regular Day Fees	Number of Children		
	1	2	3 or more
Regular Day: 3:20-6pm/ Full Day	\$12	\$15	\$19
Regular Day: 3:20-4:30 pm/ Early Pickup	\$6	\$8	\$10
Early Dismissal Day: 12-6pm/ Full Day	\$18	\$21	\$25
Early Dismissal Day:12-3pm/ Early Pickup	\$10	\$13	\$16

Drop-In Fees	Number of Children		
	1	2	3 or more
Drop in Fee: Regular Day: 3:20-6pm (No Early Pick up option)	\$20	\$23	\$25
Drop In Fee: Early Dismissal: 12-6pm (No Early Pick Up option)	\$30	\$33	\$35

REMEMBER:

1. EVERY FAMILY MUST fill out 1 Emergency Information/Registration Form and return it to your youngest child's teacher by **Friday August 17, 2018**.
2. To register your child for our program:
 - Please send \$25.00 registration fee along with the Emergency Information/Registration form.
 - Use the Rate Chart and Extended Day Calendar to help you calculate your payment.
 - All payments should be made payable to St. Luke Catholic School.
 - If your payment is more than 30 days late you will be assessed a 2.5 % late fee on your account.
 - You must follow the parking and pick up procedure when picking up your child/children from Extended Day.

This program is designed to meet your changing needs. You only pay for the services you use. If your child is absent, there is no charge. If you need our services intermittently, you pay for what you use.

ST. LUKE CATHOLIC SCHOOL EXTENDED DAY

POLICIES AND PROCEDURES

Our Extended Day program is an extension of our school day. The behavior guidelines stated in our Student Handbook and our Extended Day Policies and Procedures apply at all times.

All Extended Day Students are expected to:

1. Report to the Extended Day Room at dismissal time and remain under our supervision until properly signed out. They will not be allowed to leave once they have arrived until they are signed out.
2. Remain on school grounds. **No one will be permitted to leave school grounds and then return to The Extended Day program for any reason.** This applies especially to Early Dismissal days and sports activities off campus.
3. Work quietly during homework time.

Students in grades 1-8 will have a homework time supervised by Extended Day Staff Monday through Thursday afternoons.

****However, it is still the responsibility of the parent to see that all homework is completed properly.**

- Be respectful of one another and all adults at all times.
- The following WILL NOT BE TOLERATED:
 - Rude Behavior/Talking Back
 - Use of foul language
 - Physical contact
 - Bullying of any kind
- Be respectful of school property and Extended Day property.
- Not bring/use any of the following on campus/into Extended Day: Electronic games, cell phones, IPODS, CD players, MP3 players
 - Any time one of these items is brought into Extended Day, it will be held until the parent picks up the child.
 - The Extended Day Program and staff will not be responsible for any electronic devices that are lost, broken, or stolen while in the child's possession during Extended Day.
- No chewing gum at any time on school/Extended Day grounds.

All Parents of Extended Day Students are expected to:

1. Provide a snack for your child(ren). Due to the increase in allergies in children, the School will no longer provide snacks.
2. Pick up your student by 6:00 pm.

**** A late fee of \$20 for every 15 minutes late will be assessed after 6:00 pm.**

3. Follow proper pick up procedure:
 - Do not drive behind the school for any reason.
 - Park in the front parking lot.

- Enter and Exit through the North East doors of the Social Hall-- ONLY when picking up your child.
4. Call in the event of an emergency:
- During School Hours: School Office: 965-8190
 - During Extended Day Hours: Extended Day: 965-0341
 - Extended Day Hours:
 - REGULAR SCHOOL DAYS: 3:20 pm – 6:00 pm
 - EARLY DISMISSAL DAYS: 12:15 pm – 6:00 pm
5. SIGN OUT your child when picking him/her up
- Write the pick-up time on the sign out sheet and sign your name
 - Be prepared to show I.D.
 - Be on the registration list of names

EVERY FAMILY MUST:

- Read these rules with your child(ren).
- Return the attached St. Luke Extended Day Emergency Information/Registration form completely filled out.
- Sign and date the Policies and Procedures Agreement section at the bottom of the second page (both you and your student(s).)
- Keep the copy of Policies and Procedures for your records.



St. Luke
 CATHOLIC SCHOOL
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ST. LUKE EXTENDED DAY PROGRAM

EMERGENCY INFORMATION/REGISTRATION FORM

Please fill out one form per family.

Method of Payment:

___ Monthly Billing

If your payment is 30 days late, a 2.5 % interest rate will be applied to your account. If payments are not paid by due date, students will be unable to remain in aftercare and parents will be called to pick up their child.

Student Name: _____ **Grade** _____
 _____ **Grade** _____
 _____ **Grade** _____
 _____ **Grade** _____
 _____ **Grade** _____

Address: _____

Home Phone: _____

Parent E-Mail Address: _____

PARENT CONTACT INFORMATION

Mother

Father

Business:	Business:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
Pager:	Pager:

EMERGENCY CONTACT INFORMATION (Other than parent)

Name:	Relationship:
Home Phone:	Cell Phone:

MEDICAL INFORMATION

If more than 1 child/label with child's name:

List Allergies: _____

List Medications: _____

Medical Conditions: _____

Child's Doctor: _____ Phone: _____

Doctor's Address: _____

PERSONS ALLOWED TO PICK UP MY CHILD(REN):

Name:	Relationship	Phone/Cell Phone
1.		
2.		
3.		

Persons NOT ALLOWED to pick up my child/children:

Name:	Relationship	Phone/Cell Phone
1.		
2.		
3.		

Person Responsible for Paying Extended Day fees:

Name:	
Address:	
Phone:	
Cell Phone:	

**** It is your responsibility to notify us in writing of any changes concerning this very important information.**

POLICIES AND PROCEDURE AGREEMENT

1. We agree to abide by the POLICIES AND PROCEDURES of the St. Luke Extended Day Program.

2. We know we will be notified if we break a rule in the following manner:

1st: Verbal 2nd: Note 3rd: Phone call 4th: Serious problem: Administration

***Serious infractions may result in expulsion from our program.**

Student Signature:

Date:

1.	
2.	
3.	
4.	

Parent Signature:

Date:

1.	
2.	

By completing and signing this registration packet, I/we understand and agree to pay for all services provided for my child(ren) in the Extended Day Care program.