

**St. Paul's School  
Extended Care Program**

St. Paul's School Extended Care strives to construct an enjoyable atmosphere with varying activities, including art, homework time and indoor games. The children are served a nutritious snack each day at 3:30 p.m.

**Hours**

Before School	7:00 a.m. to 7:45 a.m.
After School	Dismissal to 6:00 p.m.
Early Dismissal	2:00 p.m. to 6:00 p.m.
Minimum Days	12:35 p.m. to 6:00 p.m.

**Afternoon Schedule**

1. Roll is taken at the dismissal bell as students enter the Extended Care room.
2. Kindergarten—3<sup>rd</sup> graders have playtime from 3:00—3:30 p.m. Homework is done until completed.
3. Grades 4<sup>th</sup> – 8<sup>th</sup> begin homework after roll is taken, break for snack and continue to work on homework until it is completed.
4. A break for a snack occurs at 3:30 p.m.

<b><u>Fees (monthly)</u></b>	<b><u>Single Child</u></b>	<b><u>Each Additional Child</u></b>
Mornings	\$150.00	\$25.00
Afternoons	\$190.00	\$35.00
Full Service	\$240.00	\$60.00
<b><u>Fees (hourly)</u></b>	\$10.00	\$4.00

This service is not offered on Holidays or during vacations. Parents will not be charged during vacation times.

If you are interested, please complete the attached registration form and return it to the office.

**Payment**

If your child is enrolled full time in the Extended Care program, i.e., morning, afternoon or full service, your fee will be added to your school tuition payment and deducted from your checking account or savings account by the FACTS Tuition Management Company.

The exception to this would be families who pay school tuition in one or two payments and those families that pay for Extended Care on an hourly basis. These will also be paid along with the ½ payment due dates. The families that fall into these categories will be billed monthly. The bill will be mailed home on the first Wednesday of the month with payment due by the 16<sup>th</sup> of the month. A late fee of \$25.00 will be assessed if your payment is not received by the due date. Any unpaid balances that are not paid by the due date will keep your child from attending Extended Care until all balances have been paid in full.

## Extended Care Registration Form

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Hours I will need Extended Care: \_\_\_\_\_

**Please check the type of Extended Care service you will need:**

\_\_\_\_\_ **Full Service**                      \_\_\_\_\_ **Afternoons Only**

\_\_\_\_\_ **Mornings Only**                      \_\_\_\_\_ **Hourly Rate**

**Any information we should know concerning your child e.g., particular medical needs, family issues, etc.?**

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**Please Note:** Unless you notify the Extended Care Director, in writing, about a change in service before the change is to take place, you will be billed for the original service for which you signed up.

Thank you.

