

St. Bridget Parish School Extended Day Program 2017-18

PHILOSOPHY

The goal of the Extended Program is to foster the growth of children in all areas of development: spiritual, emotional/social, intellectual and physical. Through a creative and stimulating environment, all children are encouraged to explore their world and be creative in an orderly and safe atmosphere in a constructive and positive manner.

PROGRAM DESCRIPTION

Any child who is enrolled at St. Bridget Parish School and is 4 years of age through Grade 8 is eligible to participate in St. Bridget's Before and After School Program. St. Bridget Parish School is a Catholic Christian facility where basic Christian and social values are experienced. Children from all races, creeds and religions are welcome to register.

If at anytime you feel your needs, or the needs of your child are not met, please inform the school office at 425-1872 or email principal@stbparish.com. We want your child's stay with us to be a happy and pleasant learning experience.

HOURS OF SERVICE – *ONLY on days when school is in session.*

7:00 AM* – 8:25 AM and 3:40 PM – 6:00 PM (*earlier by request and if prior approval granted)

PROGRAM COST AND INFORMATION

- The cost of the program is **\$4.00 per hour** per scheduled student.
- After the first 1/2 hour, accounts are charged by 15 minute intervals.
- All students are signed out at 8:25 in the morning when they head out to morning recess.
- Billings are on a 2 week cycle and will be sent home in your youngest child's BEE Book every other Thursday. **Accounts should be paid in full by the following Monday.** If payment is not received by Monday, a reminder notice will be sent out and there may be a \$5.00 late fee assessed per day. **Payment is to be put in the student's BEE Book or in the cash box on the wall in the extended care room.** Personal check, cash or money order are the preferred payment methods. **Checks should be made payable to St. Bridget School.** Families may opt to pay a flat amount (i.e. \$100) and have their weekly usage deducted ongoing in lieu of weekly payments. Your statement will reflect your balance and you will be notified when additional payment is needed.
- If there are billing questions, they can be directed to Mrs. Gilles, 715-425-1872 or email office@stbparish.com.
- Program services for any child may be immediately suspended if account charges are not paid on a bi-weekly basis. Clients will be charged \$25.00 for returned checks and may be put on a "cash only" basis for more than one returned check. If efforts to collect past due accounts fail, account information will be turned over to a collection agency.
- Program services may be suspended or discontinued if student behavior is disrespectful or inappropriate.
- A late of fee of \$5.00 per family is charged for every 15 minutes after 6:00 pm.
- **A minimum of ½ hour will be charged for each student per morning and afternoon session. There will be an additional charge if a student eats breakfast.**
- The program offers a light breakfast at 7:30 am and an after-school snack at 3:45 pm.

ATTENDANCE

Parents are asked to give the school office a schedule of the days/times that the student(s) will regularly attend and **are asked to email the child's teacher before 1:30pm or call the school office if this schedule changes in ANY way.** This includes picking up scheduled students prior to the start of the program.

Parents of students who do not follow a regular schedule are asked to notify the school office by phone/note with the requested days/times as early in the day as possible. **Emergency** before school care (7:00 AM – 8:25 AM,) is allowed without a phone call/note if the student is registered in the program.

For the safety of the children, all schedules, changes to the schedule, and/or changes to those authorized for student pick up **must be arranged with the school office** and NOT with the program employees.

**ST. BRIDGET PARISH SCHOOL EXTENDED DAY PROGRAM
FAMILY REGISTRATION FORM 2017 – 2018**

(Please complete a new form each year).

<i>STUDENT'S LAST NAME</i>	<i>FIRST NAME</i>	<i>MI</i>	<i>GRADE*</i>	<i>GENDER</i>	<i>BIRTHDATE</i>

***List PreKindergarten as PreK and Kindergarten as K Grades as 1 – 8 (List grade for Fall 2017)**

MOTHER'S NAME _____ ADDRESS _____

CELL PHONE _____ HOME PHONE _____

MOTHER'S WORK PLACE _____ WORK PHONE _____

PHONE DURING EXTENDED HOURS _____

FATHER'S NAME _____ ADDRESS _____

CELL PHONE _____ HOME PHONE _____

FATHER'S WORK PLACE _____ WORK PHONE _____

PHONE DURING EXTENDED HOURS _____

Before School Care Schedule

_____ Days/Week (please indicate dates and arrival time below)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ARR	ARR	ARR	ARR	ARR

Occasional Program Use Only

After School Care Schedule

_____ Days/Week (please indicate dates and departure time below)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DEP	DEP	DEP	DEP	DEP

Occasional Program Use Only

Signature of Parent or Guardian _____

Date _____

I give permission for St. Bridget Parish School Before and After School Program staff to phone my child's doctor/dentist in case of an emergency.

Child's doctor _____ Phone _____

Child's dentist _____ Phone _____

The following two (2) people are authorized and willing to take responsibility for your child in case of an emergency and are authorized to pick your child up from school when you cannot be reached:

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Persons NOT AUTHORIZED to take your child from the program (if applicable)

Name	Reason
_____	_____
_____	_____
_____	_____

X _____ X _____
Parent/Guardian Signature Date