
ST. JAMES SCHOOL REGISTRATION 2010-2011 EXTENDED CARE GUIDELINES

EXTENDED CARE (3:00 PM to 6:00 PM)

1.	Fees:	<u>One child</u>	<u>Two children</u>	<u>Three children</u>
		\$11.00 per day	\$13.00	\$15.00
		<u>\$55.00 per week</u>	<u>\$65.00</u>	<u>\$75.00</u>
	Half days:	\$25.00 per day	\$30.00	\$35.00

2. Extended care is available most school days. Extended care will not be available on holidays, snow days, last day of school or any day that school is not in session. Notice will be given ahead of time on certain noon dismissal days that we will not have extended care.
3. Fees are due on **FRIDAY OF EACH WEEK**, so accurate records can be kept. Checks, made payable to St. James School, should be put into an envelope and marked extended care. No cash please. If you used extended care you will be expected to pay for this service. If fees are not paid each week, your child will no longer be able to attend extended care until fees are paid.
4. Snacks are to be provided by parents. Milk is available at a cost of \$22.00 for the year. Checks to be made payable to St. James School and are due the first week of school.
5. **If children are not picked up by 3:15 PM they will be sent to extended care and charged.** If picked up by 3:45 PM you will be charged \$5.00 for one child, \$8.00 for two children or \$11.00 for three or more children. If your children are picked up after 3:45 PM you will be charged the daily fee as stated above. If you do not sign your child out, you will be charged for a full day.
6. If your child/ren are not picked up by 6:00 PM, the family will be given a first time warning. If you are late a second time it will be necessary to pay a charge of \$5.00 (cash only) per 5 minutes at the time of pickup. If you are consistently late, then your child/ren may be dropped from extended care.
7. Please be sure you have named a contact person on the emergency information card who can also be reached between the hours of 3:00 PM and 6:00 PM in case of illness or injury while your child attends extended care.
8. If anyone other than a parent is picking your child up, please notify the school office or send a written note.
9. **Parents must sign their children out before leaving extended care.** Your child will not be released to anyone other than your named contact person(s) unless we are notified otherwise. For the safety of your child/ren, we may ask for identification.
10. If you need to contact extended care between the hours of 3:00 PM and 6:00 PM they may be reached at the following beeper number (816) 771-3491.