

St. Mary of the Assumption School
Extended Care Program
Information and Enrollment 2017-18

The St. Mary of the Assumption Extended Care Program (ECP) is a service to working parents who seek a safe and enjoyable environment for their children outside school hours. The ECP offers before- and after-school supervision for children in all grades whose parents need to drop them off at school early or pick them up after regular school hours. It is available on both a monthly and a drop-in basis.

The Before-School Care Program consists of unstructured time in which children can complete homework or play. Breakfast is available during this period for \$2.50. The After-School Care Program consists of structured time that includes a snack (food items are available for purchase, cash only), outdoor recreation (weather permitting), assisted homework completion, and play or other activities.

The ECP's hours of operation are:

- 6:30 a.m. to 07:45 a.m. for before-school care
- 2:45 p.m. to 6:00 pm for after-school care
- On early dismissal days, after-school care hours are 12:30 p.m. to 6:00 p.m. (This does not apply on days of early dismissal due to inclement weather, in which case after-school care will be cancelled.)

Please retain the first two pages of this document for your records. Full ECP policy information can be found in the ECP handbook. Registering your child for ECP indicates your willingness to abide by all policies found in the handbook. It, along with electronic versions of this and other forms can be found on the St. Mary's website: http://www.stmaryum.org/extended_care/ecp_handbook.pdf

To enroll your child in ECP, you must submit the following items to the ECP Director or the school office:

- The completed **Enrollment Form** (attached), which contains a list of the children you intend to enroll, the services for which you intend to register them, the individuals authorized to pick your children up from school, and contact information for the individual financially responsible for their ECP tuition.
- A copy of the completed **Emergency Contact Form** (attached). If your child is new to St. Mary's, you must also submit a completed immunization form, which can be obtained from the school office.
- **Payment** by check or cash for the enrollment fee. Please note that this fee must be paid for EACH child you wish to enroll, whether they will be using the monthly or drop-in service. (See the attached Rate Schedule for current rates.)
- If you are enrolling your child in *monthly* ECP:
 - Payment for the activity fee. Please note that this fee must be paid for EACH child you wish to enroll.
 - Payment for the first month's service.

ECP Monthly Payments are due in TADS on the 25th of every month, from October 25th until May 25th. A late payment fee will be charged for all ECP payments received after the 25th of each month. Parents enrolling their children in the monthly service will write a check to the school for the September payment and include a \$25.00 registration fee and \$60.00 activity fee per child due by September 1st.

ECP Drop –In Daily Payments:

All parents are asked to pay for Drop-In on the day that their child/children attend the ECP Drop-in Before and After Care Program. Students who attend Before Care must sign in at the time of arrival.

2017-18 Rate Schedule

Program Tuition Rates:

Before-School Care only

Monthly:

1 child	\$105.00
2 children	\$120.00
3 children	\$135.00
4 children	\$150.00

Drop-in:

\$10/child

After-School Care only

Monthly:

1 child	\$230.00
2 children	\$335.00
3 children	\$440.00
4 children	\$545.00

Drop-in:

1 child	\$20/day
2 children	\$35/day
3 children	\$50/day

Before- and After-School Care

Monthly:

1 child	\$305.00
2 children	\$420.00
3 children	\$535.00
4 children	\$650.00

Additional Fees:

- Registration Fee \$25.00 (per child, due upon registration)
- Activity Fee \$60.00 (per child, due upon registration)
- Late Payment Fee \$50.00 (assessed each month for which program tuition payment is not received by the 20th of the month)
- Late Pick-Up Fee \$1.50 (per minute, per child, for pickup after 6:00 PM)
- Returned Check Fee \$30.00

Enrollment Form

Please complete the following information about your child (ren) and return this form with your payment:

2017-18 School Year

Child's Name	Grade	Before-School Care only	After-School Care only	Both
		Enter "M" for Monthly or "D" for Drop-In Below		

Individuals who are authorized to pickup your child(ren):

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

My signature confirms that I agree to abide by all policies listed above.

Parent's Name _____ (Please Print)

Signature _____ Date _____

Name of Responsible Party _____

Billing Address _____
