

PLEASE RETURN TO THE SCHOOL FRONT OFFICE

**St. Matthew Catholic School
Extended Day Contract and Registration Form**

Please check one

Monthly _____.

Hourly/Drop In _____

The parents of _____
understand and agree to the extended day fees and rates. I understand that my
child(ren) will be billed in May if we do not select the EDP monthly program and charge
consistently from September to April.

We (parent or guardian) and child understand the rules and regulations of the Extended
Day Program (EDP) and agree to abide by these as stated in the student handbook.
Any offenses to these rules could result in removal of your child from the program. An
annual registration fee of \$30.00 per family will be billed to your account.

As the parent/guardian, I acknowledge that all people listed on the authorized pick up
list below are allowed to pick up my child from the Extended Day Program. I do
understand that any change in the names, addresses, or phone numbers must be
communicated to the director, (jweekley@smcssa.org), via email. **I understand that at
the time of pick-up I or anyone on the contact list below may be asked to show
identification. I have read the billing policy for hourly and monthly rates and
understand I must give a 30 day written notice for any changes.**

*** If no plan is selected, you will automatically be billed the hourly rates.**

Parent printed name

Date

Parent (Guardian) signature

Date

Please print.

Child's Name and Grade Level: _____

Child's Name and Grade Level: _____

Child's Name and Grade Level: _____

Child's Name and Grade Level: _____

Authorized Pickup List:

All names listed below are authorized to pick up my child(ren) from the Extended Day Program.

Parent Name: _____

Address: _____

Driver's License # _____

Home Phone Number: _____

Work Phone Number: _____

Cell Phone Number: _____

Parent Name: _____

Address: _____

Driver's License # _____

Home Phone Number: _____

Work Phone Number: _____

Cell Phone Number: _____

Name: _____

Address: _____

Driver's License # _____

Home Phone Number: _____

Work Phone Number: _____

Cell Phone Number: _____

Name: _____

Address: _____

Driver's License # _____

Home Phone Number: _____

Work Phone Number: _____

Cell Phone Number: _____

St. Matthew Catholic School Extended Day Fees and Rates 2025-2026

Director: Jennifer Weekley (jweekley@smcssa.org)

Registration Fee - \$30.00 per family (billed to your FACTS Incidental account)

***There will be no extended Care on Nov. 21, 2025, Dec. 19, 2025, and May 29, 2026**

Monthly Rates: Monthly charges will be billed through FACTS and due by the 15th of each month. There is no charge for August and May **if a consistent monthly charge has been posted to your student(s) from September to April. Monthly rates are not prorated.** To switch from a monthly to hourly rate, a 30 day written notice must be submitted prior to the month

Monthly Rates: September - April

\$150.00 per month for 1 student

\$250.00 per month for 2 students

\$375.00 per month for 3 students or more

Hourly Drop-In Rate Per Student: Starts August 14 through May 28 (please see chart below)

\$10 per hour (one minute past the hour will be billed an additional hour)

Students who arrive any time from their class dismissal time - 4:00 p.m. will be charged for one hour.

4:01 p.m. - 5:00 p.m. will be charged as the second hour

5:01 p.m. - 6:00 p.m. will be charged as the third hour

Pick up after 6:00 p.m. will be charged \$5.00 per minute.

***PreK3 - 3rd dismissal time 3:20 p.m. 4th-8th grade - 3:40 p.m.**

Use and Billing Policy

There is a minimum charge of one hour for any drop in students from dismissal time until 4:00. Therefore, parents **who do not** wish to participate in the Extended Day Program should pick up their child(ren) before 3:20 (Pre-K – 3rd) and/ or 3:40 p.m. (Grades 4-8), or 12:30 p.m. (early release days), in order to avoid this minimum one hour charge. Sibling pick-up will follow (Grades 4-8). Parents not signing their child(ren) out will be billed for 3 hours. **A charge of \$5.00 per minute will be billed after 6:00 p.m. No grace period is allowed for Extended Day charges after 6:00 pm.**

Billing Period:	Paid via FACTS on
August 13 - 29, 2025	September 15, 2025
September 2 - 30, 2025	October 15, 2025
October 1 - 31, 2025	November 15, 2025
November 3 - 28, 2025	December 15, 2025
December 1 - 18, 2025	January 15, 2026
January 1 - 30, 2026	February 15, 2026
February 2 - 27, 2026	March 15, 2026
March 2 - 31, 2026	April 15, 2026
April 1 - 30, 2026	May 15, 2026
May 1 - 28, 2026	June 15, 2026