

ST. BENEDICT SCHOOL EXTENDED DAY PROGRAM (EDP)

ALL **BEFORE AND AFTER CARE** forms are available on the SBS website under *Forms*. They should be printed out, completed and submitted along with payment. **All payments** for the Extended Day Program are cash or check **ONLY**, made payable to St. Benedict School.

BEFORE CARE drop off is at door #11, located in parking lot behind the church. **AFTERCARE pickup** is at the main entrance of the school.

BEFORE AND AFTER CARE is available for use on a **MONTHLY** (consistent) basis which is prepaid and scheduled each month. It is also available on a **DAILY** (as needed) basis which requires a note for each day you wish to send your child(ren). Daily use fees are billed after the end of each month.

FAMILY REGISTRATION FORM: If you plan to use either BEFORE OR AFTER CARE at all during the school year, we must have a current registration form on file before the first day you use the service. It contains your after-school contact and emergency information. If you plan to use BEFORE OR AFTER CARE in September, submit this form along with the \$25 registration fee no later than **August 14, 2023**. The Family Registration form is good **ONLY** for the current school year.

For **MONTHLY USE** please submit a Monthly Schedule Form, or the Automatic Scheduling Form if you will be using BEFORE OR AFTER CARE each month.

MONTHLY SCHEDULE FORM: Monthly Schedules are discounted and **PRE-PAID**. They are set up for the same days @ week for a month at a time. Your schedule can be changed from month to month. The dates covered by each monthly schedule are noted on the top of the Monthly Schedule Request Form. This form is recommended if you plan to use BEFORE CARE OR AFTER CARE on a regular basis for the same days @week for a month at a time.

AUTOMATIC SCHEDULING FORM: This form is recommended if you plan to use BEFORE OR AFTER CARE for the same days @ week every month through June. With this on file we will schedule your children each month and send you a billing statement. You would not need to complete a monthly schedule form each month. You may adjust the schedule by sending in a note or an email with your **prepayment** by the due date.

DAILY USE: If you plan to send your child to either BEFORE CARE OR AFTER CARE occasionally, please complete and submit a Registration Form and \$25 payment **ONLY**. On the day you would like to have your child sent to AFTER CARE, send a note to his/her teacher asking that he/she be sent to AFTER CARE. Unscheduled drop offs to BEFORE CARE are not permitted. For BEFORE CARE emergency use, please contact Pat Tobino no less than one day prior. The “daily rate” is applicable to all daily use and is billed after the end of the month. Payment is due upon receipt of the bill.

LATE FEES: A late fee charge of **\$5 per day, per child** will be applied when parents arrive later than the scheduled pick up time. When children are not picked up at their scheduled time, EDP staff is asked to stay longer.

EDP LUNCH ORDER: If your child will be attending AFTER CARE on a 12:15 dismissal day, check your online MSA lunch account to see options.

Over the summer, you can drop forms off at the School Office, M-F between 9-2pm or at the Parish Office, M-F, 9am-4pm. There is a lock box outside the Parish Office for after hours. You can also mail completed forms with payments to St. Benedict School, 165 Bethany Road, Holmdel, NJ 07733, and attention: PAT TOBINO / EDP.

Beginning July 28th and through August 25th, all offices will close at noon on Friday's. The campus will be closed on Friday, 9/1/23. If you have any questions, please feel free to contact me.

Pat Tobino

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732-264-5578 x.23