

# 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 #16, located at the end of Wing #2. **AFTERCARE pickup** is at door #16, located at the end of Wing #2.

**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 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 11, 2025**. The Family Registration form must be submitted annually.

For **MONTHLY USE** you can choose between a Monthly Scheduling Form, and Automatic Scheduling Form if you will be using BEFORE OR AFTER CARE each month. Monthly Schedule fees are **discounted** and **PRE-PAID**. They are set up for the same days @ week.

**MONTHLY SCHEDULE FORM:** This form is recommended for families planning to use BEFORE CARE OR AFTER CARE on a regular weekly schedule (e.g., the same days each week for a month). Schedule can be adjusted month to month. The EDP dates for each month are noted on the top of the Monthly Schedule Request Form.

**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 do not need to submit a scheduling 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 your child will need BEFORE CARE OR AFTER CARE occasionally, please complete and submit a Registration Form and \$25 fee **ONLY**. Please check the “As Needed” box. For AFTERCARE, send a note to the homeroom teacher on the day your child will attend. Unscheduled drop-offs to BEFORE CARE are not permitted. For emergency use, please contact Pat Tobino at least one day in advance. The “daily rate” applies to all occasional use and is billed after the end of the month. Payment is due upon receipt.

**LATE FEES:** A **\$5 per day, per child** late fee will be charged if pick-up occurs after the scheduled time. Late pick-ups require EDP staff to remain beyond their scheduled hours.

**EDP LUNCH ORDER:** If your child will attend AFTER CARE on a 12:15 dismissal day, please check your Meal Magic account for available lunch options.

**OVER THE SUMMER.** Forms may be dropped off at the School Office (Monday-Friday, 9-2pm) or the Parish Office (Monday-Friday, 9am-4pm). For after-hours, a lock box is available outside the Parish Office. You can also mail completed forms with payments to St. Benedict School, 165 Bethany Road, Holmdel, NJ 07733, Attention: PAT TOBINO / EDP.

Beginning August 1st and through August 22nd, all offices will close at noon on Friday's. The campus will be closed on Friday, 8/29/25. If you have any questions, please feel free to contact me.

Pat Tobino

[tobino@stbenedictnj.org](mailto:tobino@stbenedictnj.org)

732-264-5578 x.23