



# ST. WILLIAM OF YORK CATHOLIC SCHOOL

OVER 25 YEARS OF AUTHENTIC CATHOLIC EDUCATION

*Extended Day Program Registration Form*

Family Name: \_\_\_\_\_

Child Name and nickname	Age	Grade	Sex	Allergies
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____
5 _____	_____	_____	_____	_____

## Parent's Information:

### Mother

### Father

Name	_____	_____
Street Address	_____	_____
City, State, Zip	_____	_____
Home Phone	_____	_____
Cell Phone	_____	_____
Employer	_____	_____
Work Address	_____	_____
Work Phone	_____	_____

Authorized Persons to pick child(ren) up: \_\_\_\_\_

Unauthorized Persons: \_\_\_\_\_

\$35.00 Registration Fee	_____	Emergency Form	_____
Policies and Procedures signed	_____	Custody Paperwork	_____

3130 Richmond Highway Stafford, Virginia 22554 540-659-5207

[www.stwillsschool.org](http://www.stwillsschool.org)

St. William of York Catholic School admits students of any race, color, and national origin

## Extended Day Care Policies and Procedures:

St William of York provides Extended Day care as a service for families attending our school who desire additional supervision for their children before and/or after school. This program is offered to all children currently attending Preschool through 8<sup>th</sup> grade.

The students are supervised by employees who have met all Diocesan requirements for employment, as well as all requirements set forth by the Virginia Department of Education. This includes several background checks, attendance of a Protecting God's Children class, First Aid/CPR, and a mandatory abuse reporting training, as well as other trainings.

## Hours of Operation:

Morning Care: 7:00 to 8:00 AM / 7:00 to 8:15 for Preschool

Afternoon Care: 3:30 to 6:00 PM / 3:15 to 6:00 for Preschool

\_\_\_\_\_ There is a Late Pick-Up fee of \$1.00 per child/per minute. Continued late pick-up may  
INITIAL result in the child(ren) being removed from the program at the discretion of the  
Extended Care Director and School Principal.

If there is a late start due to weather, there will be no morning care available. Additionally, if school is cancelled, Extended Care will also be cancelled for that day.

## Fees:

\_\_\_\_\_ Registration fee: \$35.00  
INITIAL 1<sup>st</sup> child: \$9.00 per hour  
2<sup>nd</sup> (and other): \$7.00 per hour  
Snack: \$1.50  
Late pick-up/early drop-off: \$1.00 per child/per minute

The custodial parent(s) will be responsible for the Extended Day account. Any correspondence or communication with regard to this account will be with the custodial parent(s). Invoices are prepared each month and are dated from the 16<sup>th</sup> of the previous month to the 15<sup>th</sup> of the current month. Bills are sent home with the oldest child after they are generated. The amount of your statement will be added to your FACTS account to be paid before the 10<sup>th</sup> of the following month.

\_\_\_\_\_ Families that carry a balance for more than 3 months, and have not made a payment to  
INITIAL their account, will not be able to continue the use of our Extended Care program and will be expected to pick up their children promptly after school ends until the balance is paid in full. At the end of the year, full payment is expected by June 30<sup>th</sup>.

## **Important Information:**

If you plan on using Extended Care at any time during the year, a registration form must be completed and a Policy and Procedure Form signed. The Registration fee will be charged by FACTS if not paid by check when turning in the Registration form. A new registration form must be filled out and fee paid each year.

Parents must come to the building to sign their children into morning care and to sign their children out of afternoon care. Children will only be released to approved people noted on the Emergency Form or the Extended Care Registration Form. Anyone picking up a child that is unfamiliar to the staff will be required to show ID before being allowed to leave with the child.

Any child not picked up by 3:30 pm (Preschool 3:15 pm) and not attending a club or sport, will be taken to Extended Day Aftercare and the parents billed for the time spent there. Any child dropped off at school prior to 8:00 am will be sent to Extended Care Morning-care and the parents will be billed for the time spent.

Snacks are sold in Aftercare. The snack menu is located on the left side of the Extended Care information page on the school website. All snacks are nut-free and, if a student has an allergy to an ingredient of a certain snack (i.e. dairy), substitutions will be allowed. Students may bring their own snacks if they wish. Students may also bring their own morning snack/breakfast to morning care. No microwave, oven, or refrigerator use is allowed. Child will be responsible to clean up after themselves.

\_\_\_\_\_ The Extended Care program implements a "3 strikes" policy. Students will be given an  
INITIAL strike for extremely difficult behavior or repeated misbehavior; for example, disrespect, failure to report to Extended Care, leaving the group without permission, taking another person's property without permission, destruction of property, or physical altercations (this is not a complete list). Parents will be notified each time a strike is issued. If three strikes are given, the student will be referred to the principal and possibly suspended from Extended Care for 1 week. Upon returning, if the student continues the behavior, and receives another strike, they will be removed from the program.

## **Other Information:**

Homework: Time is given to complete homework. It is the student's responsibility to bring all books, paperwork and other materials to the Extended Care Program. Supervisors are not teachers or tutors, but will do their best to assist the students if asked for help. Students are not permitted to return to classrooms. The middle school students are allowed to return to lockers only while we are in the cafeteria.



Uniforms: Children are expected to keep uniforms on until pickup. If the student is in a sport at the school, they will be allowed to change into sports or active attire up to ten minutes prior to dismissal to event.

Use of electronics: Extended Care follows the same rules outlined in the student handbook. Cell phones and all other electronics are prohibited during the school day and Extended Care. Cell phones must be put away and turned off. If an Extended Care supervisor finds a student using an electronic device, it will be turned off and confiscated, to be returned to the parent upon pick-up.

Extracurricular Activities: Students must be signed up for Extracurricular Activity in order to be released. Students will only be released to the activity coordinators.

Lost or left behind items: If we find an item left behind by a student, we will try to find the owner of the item and return it promptly. If we cannot find the owner, the item will be placed in the lost and found bin located in the school gym. **Extended Care supervisors are not responsible for any lost or misplaced items.**

Illness or Accidents: The same procedures followed during the school day will be followed when your child is participating in the Extended Care program. Parents are expected to make provisions for picking sick children up.

**Other Extended Care Rules:**

All school rules/student conduct guidelines noted in the Student handbook apply to Extended Care.

No student is allowed to leave the supervision of the supervisors without permission.

Each child is expected to help clean up after themselves.

No gum or candy at any time. If treats are brought from the classroom, the children will be expected to wait for a parent's approval to consume it.

\_\_\_\_\_  
Parent Signature/Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Child(ren) signature(s)/Date