



ST. WILLIAM OF YORK CATHOLIC SCHOOL
OVER 25 YEARS OF AUTHENTIC CATHOLIC EDUCATION
Extended Day Program Registration Form

Family Last 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	_____

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 child(ren) before and/or after school. This program is offered to all children currently attending Kindergarten through 8th 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, attending of a Protecting God's Children class, First Aid/CPR, and a mandatory abuse reporting training, as well as other additional training classes.

Hours of Operation:

Morning Care: 7:00 to 8:00 AM

Afternoon Care: 3:30 to 6:00 PM

_____ There is a Late Pick-up fee of \$1.00 per child per minute. Continued late
INITIAL pick-up may 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 delayed 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
INITIAL 1st Child: \$10 per hour
2nd Child (and any additional children): \$8 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 through FACTS. Any correspondence or communication regarding this account will be with the custodial parent(s). Invoices are prepared each month and are dated from the 16th of the previous month to the 15th 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 10th of the following month.

_____ Families that carry a balance for more than 3 months, and have not made
INITIAL a payment to their account will not be able to continue the use of the 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 30th.

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 (over 18 years of age) noted on the Emergency Care 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 (or 12:30 pm on early dismissal days) 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 who is 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 after school. 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. Children will be responsible for cleaning up after themselves.

_____ The Extended Care program implements a “3 Strikes” policy. Students will be given a
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 with others. 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 one 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. Middle School students are allowed to return to lockers only while we are in the cafeteria.

Uniforms: Children are expected to remain in their uniforms until pickup. If the student is in a school sport, they will be allowed to change into sports or active attire up to ten minutes prior to dismissal to the event (i.e. practice or game).

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 at 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.

Extra-Curricular Activities: Students must be signed up for Extra-Curricular Activities in order to be released to them (i.e. sports, clubs, etc.). Students will only be released to the Activity Coordinator/Coach.

Lost/Found and 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 lobby or 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 up sick children.

Other Extended Care Rules: All school rules and student conduct guidelines noted in the Student Handbook apply to Extended Care.

No student is allowed to leave the supervision of the Extended Care Staff without permission. Each child is expected to clean up after themselves. No gum or candy is to be consumed at any time. If treats are brought from the classroom, the child(ren) will be expected to wait for a parent's approval to consume it.

Parent Signature

Date

Child(ren) signature(s)