



ST. GERALD EXTENDED DAY PARENT INFORMATION

EXTENDED DAY HOURS

MORNING HOURS 6:00 am – 8:00 am

AFTERNOON HOURS 2:30 pm – 6:00 pm

EXTENDED DAY PHONE NUMBER

708-422-4140

ENROLLMENT FEE

One Child	\$85
Two Children	\$95
Three or more children	\$100

BILLING & PAYMENT INFORMATION

Before and After Care charges will be applied on a monthly basis to your Blackbaud Account. Late fees apply to all Extended Day charges as well. The charges for August and September may be billed at the same time. May and June charges may also be billed at the same time. All May & June charges are to be paid in full prior to the last day of school.

To make it easier for our parents we are implementing a new payment procedure for families who are set up on Blackbaud with Automatic Payments.

Each month the Extended Day Charges will be automatically withdrawn on the 10th of the month along with the monthly tuition amount. Listed below is a table showing when payments will be automatically withdrawn.

MONTH EXTENDED DAY SERVICE RECEIVED	AUTOMATIC WITHDRAW DATE
August	September 10 th
September	October 10 th
October	November 10 th
November	December 10 th
December	January 10 th
January	February 10 th
February	March 10 th
March	April 10 th
April	May 10 th
May	June 10 th
June	LOG-IN required to make final payment

For the months of May and June, we will reserve the right to require payment prior to students last day of attendance/graduation/program/etc.

For the month of June only, all parents will be required to log into their Blackbaud account on June 10th to pay June charges. Automatic payments will not be processed for Extended Day Charges for the month of June.

Parents not set up for Automatic Payments are required to log into their Blackbaud account on the 10th each month to pay your Extended Charges.

A \$50 Late Fee will be billed automatically if Extended Day charges are not paid in full by the 10th of the month.



HOURLY FEE

	HOURLY FEE
* 1 child	\$5/hour
* 2 children	\$8/hour
* 3 children	\$9/hour
* 4 children	\$11/hour

* For each Preschool child, add \$1 to the hourly fees above.

DROP OFF/PICK UP HOURS BILLED

MORNING HOURS	HOUR BILLED
Children dropped off before 7:00 am	2
Children dropped off after 7:00 am	1
AFTERNOON HOURS	
Children picked up between 2:31 pm – 3:30 pm	1
Children picked up between 3:31 pm – 4:30 pm	2
Children picked up between 4:31 pm – 5:30 pm	3
Children picked up between 5:31 pm – 6:00 pm	3.5

LATE PICK-UP FEE

Staff members are only employed until 6:00 pm. After 6:00 pm there will be a late charge applied to your account.

	LATE FEE
Children picked up between 6:01 pm – 6:15 pm	\$15/child
Children picked up between 6:16 pm – 6:30 pm	\$30/child
Children picked up between 6:31 pm – 6:45 pm	\$45/child
Children picked up between 6:46 pm – 7:00 pm	\$60/child

If the extended staff deems a family to be frequently late the fee will increase from \$15 to \$20.

DROP OFF/PICK UP

Children in Extended Day should be dropped off and picked up from **Door #2**, which is located on the south end of the school. Please ring the doorbell. An Extended Day Staff Member will greet you. For the safety of your child all parents **MUST** sign your child in and out of Extended Day.

SNACK & ITEMS FROM HOME

Snacks & other items from home are not permitted. An afternoon snack is provided and we have plenty of toys and games for the children to use while attending Extended Day. Thank you in advance for not allowing your child to bring items from home to Extended Day. Any and all items brought from home will be confiscated and returned to the parent. If this becomes a recurring issue for a student, personal items will be confiscated and donated to Good Will, snack items will be disposed of.

BREAKFAST

All students will be required to eat breakfast prior to arriving at Extended Day.

SCHOOL HANDBOOK RULES

Extended Day abides by the same policies as stated in the St. Gerald School Parent and Student Handbook. This includes the Cell Phone Policy; students are not permitted to have cell phones, or smart watches on their person, in their coat pocket, etc. Please visit school.stgerald.com to view complete list of policies.