

NEW FOR EXTENDED CARE FOR THE 2ND SEMESTER

Beginning January 2018 we will have some changes in our Extended Care program. In order to use the Extended Care Program **your child must be enrolled in full time, part time, or the Sibling After School Enrichment Program**. Students wanting to stay in Extended Care while their siblings are in an After School Enrichment must now sign up for the **Siblings After School** enrichment. This will cut down on the amount of billing and charges applied for drop in care. The following changes will take place beginning January 1, 2018.

- Children not enrolled in Extended Care/After School Enrichments who are not picked up by 3:25 in the carpool/walk up area will be brought to the front office to wait to be picked up. Parents/guardians arriving between 3:25 and 3:30 will need to report to the office to pick up their child.
- Children not picked up by 3:30 will be signed into Extended Care and will be charged the \$20 drop in rate.
- All students attending Extended Care must be **pre-enrolled** in the program. Drop-Ins without prior notice, will not be allowed.
- There are 3 enrollment options for using Extended Care:
 - A. **Full time** \$350 per quarter (M-F)
 - B. **Part time** \$150 per quarter (any 2 days per week during the quarter - days can change from week to week without notice to the Extended Care Staff). Students signed up for part time Extended Care will be charged \$20 per day for each day up to 3 days exceeding the two days per week for part time extended care. After 3 times of exceeding the 2 day a week contract, the student's account will be billed the total of \$350 for the entire quarter
 - C. **Enrollment in the Sibling After School Enrichment Program** \$75 per quarter for students with siblings attending an after school enrichment course. You can enroll your child in this option through the After School Enrichment Program on our website.
- Study Hall and Homework Time will be provided, to students enrolled in Extended Care, Monday—Thursday from 3:30-4:30 for all students in grades 2—5. It is the responsibility of the student to complete their work and to inform parents of any homework left to be completed at home.
- Payment for the quarter must be received before the start of the quarter in order for the student to use Extended Care.
- You must sign your student out each day upon picking them up from Extended Care.
- A late fee per child will be assessed if picked up after 5:30p.m.:
 - \$1.00 per minute until 5:45p.m.
 - \$30.00 for each child picked up after 5:45p.m.

If you want to enroll in full time/part time extended care or the Sibling After School Enrichment program, please go to www.stjameseds.org to find the form to enroll online.

IF YOU PAID IN FULL FOR EXTENDED CARE AT THE BEGINNING OF THE YEAR YOU HAVE ALREADY BEEN ENROLLED AND DO NOT NEED TO ENROLL AGAIN.

(PLEASE READ THE BACK)

We understand that occasionally you need to use Extended Care and don't really need the Full Time or Part Time option. This might include times when siblings are being tutored, sports practice, scout meetings, or when you have an unexpected issue. We are here to help. If this is something that you need to use please be aware of our "drop in" policy:

- * **You must email school** (avidrine@stjamesbr.org or nlutz@stjamesbr.org) by 2:45 letting us know that your child will be using Extended Care "drop in" services for that day. This is for the safety of your child and to make sure we have enough coverage for our students at Extended Care. **"DROP INS" WITHOUT PRIOR NOTICE WILL NOT BE ALLOWED**
- * The cost of "drop in" is \$20/per day regardless of the amount of time used from 3:00 - 5:30. Your RenWeb account will be charged at the end of the month for the number of "drop in" days used that month.

Your account must be current in order to use the "drop in" program from month to month.