

Saint Joseph Catholic Academy
Extended School Day Program 2023 - 2024

St. Joseph's Extended Day Program is supervised by Mrs. Fiffe and Mrs. Grieco and the faculty of St. Joseph Catholic Academy. The Program follows the St. Joseph Catholic Academy Schedule.

Time: The Extended Program begins when your child/ren is/are dismissed. This applies to early dismissal days as well.

Pick-Up: Children should be picked up **no later than** 5:30 p.m. via the schoolyard. 3K to Grade 1 will be from Room 106. Grades 2-6 will be from the Social Center and on Fridays from the Gym.

Please call before arriving so your child(ren) is/are ready to leave.
3K to Grade 1 – (718) 545-9318
Grades 2 to 6 – (929) 251-2647

Activities: Homework supervision followed by gym time, if available.

Fees:

Registration fee: \$130.00 (Non-Refundable)

Payment Schedule:

Monthly Payment schedule

One Child	\$250.00
Two Children	\$350.00
Three Children	\$450.00

Monthly fees - At registration, the registration fee and the first month of when the child/ren are attending is due. This applies to those coming more than eight times a month. After that, **bills will be mailed to the parents and should be paid upon receipt.** *** **There are no refunds for unused time.** ***

Fees for Daily Usage – (1 to 4 days per week)

Regular dismissal	\$30.00 per child	\$20 second child
Early dismissal	\$40.00 per child	\$30 second child

*****All bills are payable upon receipt. There is a 5 day limit for payments, after which you will be called and you will have to pick up your child. They will not be allowed to stay until full payment is made. There will be no outstanding amounts on any fees permitted. Full payment is required when billed.**

Calendar: The Extended Day Program is not in session when school is closed for holidays, snow closings, and professional days. Refer to monthly school calendar for all information.

**St. Joseph Catholic Academy
Extended Day Program
2023-2024**

Dear Parents,

Thank you for sending your child(ren) to the SJCA Extended Day Program. A warm welcome to you all.

- The program will begin at the dismissal time of each grade level. The program concludes promptly at 5:30 P.M.
- Pick up procedures will be in accordance with CDC guidelines. Adults will NOT be permitted into the building for pickup.
- If you are picking up BEFORE 5:15 P.M., you MUST call the following numbers before arriving at the door:

Grades N to 1 – (718) 545-9318

Grades 2 to 6 – (929) 251-2647

- We will have the children get ready and send the child(ren) out to you. Please keep this in mind in the event of rain or cold weather.
- Pick up is through the parking lot. Please use the small gate to enter.
- N to 1st grade – use the silver stairs facing the building on your left.
- 2nd to 6th grade – use the stairs leading down to the Social Center. They are in the middle of the building.

- When your child is dismissed, we will ask the name and the relationship of the person picking up the child. If it is the same person every day, the staff will recognize the person and may not ask the name and relationship.

Billing Procedure –

- Upon registration, the registration fee of \$130 per family is due. The first month that you are registering is due at this time. If you plan on coming more than 8 days for that month, registration (\$130) and monthly fee (\$250) would be due.
- Each month must be pre-paid on the first of the month (if the first is on the weekend, it will be due on Monday). Ex. October Extended Day will be due October 1st and so on. You will receive a reminder in the mail. There are no exceptions to the payment schedule.
- If you are not coming more than 8 days you will receive a bill on the last day of the month. Payment will be due 5 days from that day.
Example – September – come 2 days - \$30 per day - \$60 will be due by October 5th.
- Payment can be made by check or cash in the envelope provided. You may send it in with your child or give it directly to one of the Extended Day teachers. Please write your child's name and class on the envelope. The Office will not be accepting the payments.

Supplies –

- Each child **MUST** have their own supplies. This would include pencils with working erasers, pens (if needed), scissors, glue, their own pack of tissues, hand sanitizer, etc. in their schoolbag. **For**

Grades K to 2, we strongly suggest these supplies be in a separate pencil case.

Homework -

- Homework assistance will be available. If homework is assigned through Google Classroom, a device may be needed. **We will provide your child with a device. NO personal devices are permitted.** In order for us to assist the child, he/she must be able to log into their account.
- For 3K, 4K, Kindergarten, and 1st grade, we will provide toys for the children to play with.
- 3K, 4K, and Kindergarten should also have a change of clothes in a Ziploc bag. It should include socks, underwear, a shirt, and pants. Please mark it as "Extended Day" and it will be kept in our locker.
- Grades 2 to 6, may bring a change of clothes for Gym or outside play on Fridays and early dismissal days.
- All children need to bring a snack. This should include a drink (no glass bottles) and something to eat. **NO NUT PRODUCTS, PLEASE.**

Illness –

- If a child becomes ill during Extended Day we will call the parent. Please make sure you answer your phone and have a back up person, if needed.

St. Joseph Catholic Academy
Extended School Day Program
Registration Form
2023-2024

Please print all information

Date _____

Student Name _____

Grade in September, 2023 _____

Registration fee (per family) \$130.00

Bi-monthly Fee \$500.00, \$700 (2 children) OR Monthly Fee \$250.00, \$350 (2 children)

Daily Fee: Monday to Friday	\$30.00, \$20 second child
Early dismissal	\$40.00, \$30 second child

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Student's Name: _____

Parent's Name: _____

Home Address: _____

Home Phone # _____ Cell Phone _____

Parent's Email Address: _____

Parent's Signature _____

Payment Registration Fee _____

Sept./Oct. Fee _____ OR Sept. Fee _____

Total _____

Check # _____ Date: _____

Emergency and Registration Information – Please Print All Information!

Parent's email Address: _____

Emergency Information – Please complete ALL information!

Mother's Name and Business Phone number _____

Mother's Employer and Address _____

Mother's Cell Phone _____

Father's Name and Business Phone number _____

Father's Employer and Address _____

Father's Cell Phone _____

IN AN EMERGENCY, WHEN WE CANNOT REACH ONE OF THE ABOVE

Doctor's Name and Address _____

Dr.'s Phone number _____ Preferred Hospital _____

Hospital Address and Phone number _____

Dentist Name, address and phone number _____

IN CASE OF A MINOR ILLNESS, WHEN A PARENT CANNOT BE REACHED

Relative or Friend

Address and Phone Number

My child has the following conditions which may require special handling in an emergency:

My child may go home by him/herself. _____

(Parent's Signature)

Child will be picked up by
Name and Phone number

Or