

St. Joseph Catholic Academy
Extended Day Program
2025-2026

Dear Parents,

Thank you for choosing to send 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 before 5:30 P.M.
- Pick up procedures will be in place. The children will be sent out upon receipt of a phone call. If a person other than a parent, or who is not listed on the Registration form is picking up your child, please call and give us the person's complete name.
- Please call the following number **before** arriving, so your child can be ready:

Grades K to 6 - (929) 251-2647

- If your child(ren) is/are one of the remaining children and it is close to 5:30 P.M., we may call you. If the weather is nice, we will then wait outside with your child(ren). The Extended Day phones will be put away.
- We will have the children get ready and send them out to you. Please keep this in mind in the event of rain or cold weather.
- Pick up is through the parking lot on 43rd Street. Please use the small gate, near the playground, to enter.

Grades K to 1 - will use the silver stairs facing the building, on your left.
Grades 2 to 6 - will use the stairs leading up from the Social Center. These are in the middle of the building. On Fridays, most will exit from the Gym doors.

- 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 everyday, 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 attending more than 8 days for that month, registration (\$130) and monthly fee (\$250) will be due.
- Each month must be prepaid on the first Friday of the month. You will receive a reminder in the mail. There are no exceptions to the payment schedule.
- If you are not coming for 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 - came 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, a book to read, etc. in their school bag. **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.
- We make every effort to make sure any homework assigned is completed and reviewed. However, it is the parent's responsibility to make sure any assignments that were not finished during the Extended Day Program need to be completed at home.

- For Grades K and 1, we will provide toys for the children to play with.
- 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 backup person, if needed.

**St. Joseph Catholic Academy
Extended School Day Program
Registration Form
2025-2026**

Please print all of the required information.

Date: _____

Student Name: _____

Grade in September, 2025: _____

Registration fee: (per family) \$130.00 - due upon registration

Please circle your choice:

Bi-monthly fee: \$500, \$700 (2 children) **OR** Monthly fee: \$250, \$350 (2 children)

Daily fee: Monday to Friday	\$30 (1st child), \$20 (2nd child)
Early dismissal	\$40 (1st child), \$30 (2nd child)

Student's Name: _____

Parent's Name: _____

Home address: _____

Home phone #: _____ Cell Phone #: _____

Parent's email: _____

Parent's signature: _____

Payment: Registration fee: _____

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

Total: _____ Check #: _____ Date: _____

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Emergency and Registration Information – Please Print All Information!

Child's Name _____

(Last)

(First)

Class (Sept. 2025) _____ Home Phone _____

Address _____

Parent's email Address: _____

Emergency Information – Please complete

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 may be picked up by

Name and Phone number _____

