

Extended Care Program 2019 - 2020 Full Time/Part Time Plans

The Extended Care Program (ECP) is offered daily when St. Joseph's Regional Catholic School is in session. On regular school days the hours of operation are as follows:

Before Care: 6:45 - 8:10 am Aftercare: 3:15 - 6 pm Half Days/ Noon Dismissal: 12 - 6 pm

ECP provides a valuable resource to our working parents before and after school hours. All St. Joseph's Regional Catholic School students Pre-K to 8th grade are eligible for our extended care program on a first-come, first-registered basis. Our Maryland State Department of Education licensed extended care program's qualified staff members provide a safe, structured, and supervised environment. Each child is given an hour and a half for recess and snack (snack is provided) followed by a teacher-supervised study period. Children are given time for free choice activities upon completion of homework.

NON-REFUNDABLE REGISTRATION FEE: \$100/CHILD

To be billed in TADS on June 30, with other school fees.

Please note: Drop-In & Full-Time students MUST be registered before attending.

FULL-TIME TUITION PLANS:

Size of Family	Yearly Tuition	Monthly Payment (10 Payments)
One child	\$2,800	\$280
Two Children	\$4,200	\$420
Each Additional Child	\$1,500	\$150

PART-TIME TUITION PLANS:

Part-time per child	Yearly Tuition	Monthly Amount (10 payments)
1 day per week	\$1,000	\$100
2 days per week	\$1,800	\$180
3 days per week	\$2,100	\$210

MORNING CARE: \$1000/year/student (\$500/year/student if adding to a plan)

TEN PAYMENT TUITION PLANS ARE BILLED JULY 31 - APRIL 30

Extended Care Program 2019 - 2020 Drop- In Information

The St. Joseph's Extended Care program offers Drop-In Registration for families who may occasionally need before or after care for their children. For example, if parents are running late and are not able to arrive on time at dismissal, their child may drop in to ECP. **Also, students attending after-school club activities whose parents do not arrive when the activity has ended will be sent to ECP.**

The Maryland State Department of Education - Office of Child Care law requires that families of students who drop in on more than three (3) occasions officially register for ECP to drop in on future dates. Any families anticipating the need to drop in to ECP should officially register their child, which will ensure that the ECP staff remains in compliance with state regulations and has the child's contact information on file.

Please understand prompt pick up from ECP is essential. Aftercare ends at 6 p.m. each weeknight. **Any parent arriving after 6 p.m. will be charged a Late Fee (\$1 per minute/ child) to be billed to the TADS account.** We appreciate your cooperation and adherence to our request for a timely pick up and your consideration of the aftercare staff members who by law must remain with all children remaining in the school after 6 p.m.

The ECP Registration Fee is \$100/child per school year and is billed to the TADS account.

The After Care Drop-In rate is \$30 per day/per child, and the Morning Care Drop-In rate is \$10 per hour/per child and is billed to the TADS account.

After Care Drop-In students will be given the ECP snack of the day.

Parents of registered Drop-In students must request the service in advance of attendance. The Extended Care Program operates under the Maryland State Department of Education - Office of Child Care license which requires we maintain a 15:1 student to teacher ratio. Our daily staffing patterns ensure we comply; however, when students drop in an additional staff member may be necessary. In that event, advance notice is essential to ensure adequate staffing. Parents requesting a drop-in date may email the ECP Director, at ecp@stjosrcs.org, or call the school office (301-937-0754) to leave a request.

Extended Care Program 2019 – 2020 Registration Form

St. Joseph's ECP 2019 - 2020 Registration Form

Deadline for submission:

June 1, 2019 (returning families)

July 1, 2019 (new families)

Child's Name: _____ Birthdate: _____

Incoming grade next year: _____

Child's Name: _____ Birthdate: _____

Incoming grade next year: _____

Child's Name: _____ Birthdate: _____

Incoming grade next year: _____

Mother's name: _____

Father's name: _____

Mother's cell #: _____ Mother's work #: _____

Father's cell #: _____ Father's work #: _____

Preferred email address: _____

Please select the desired plan:

- FULL-TIME AFTERNOONS
- FULL-TIME AFTERNOONS + MORNINGS
- MORNINGS ONLY
- PART TIME Please circle days MON TU WED TH FRI
- PART TIME + MORNING CARE
- DROP IN

****CHANGE OF PLAN FEE: \$50.00****

Applies to any plan changes made after October 31, 2019

Parent Signature: _____ Date: _____

PLEASE RETURN COMPLETED REGISTRATION FORM TO THE MAIN OFFICE

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

Extended Care Program Director, ecp@stjosrcs.org or (301) 937-7154

Extended Care Program 2019 – 2020 Registration Form

Before submitting the Extended Care Program 2019 - 2020 Registration Form, Please ensure that you have completed and included the following documents required by the Maryland State Department of Education - Office of Child Care and the Archdiocese of Washington for all students participating in the Extended Care Program:

- ✓ Completed Emergency Form including all authorized emergency contacts and any emergency medical instructions
- ✓ Completed, signed, and dated “Parents Guide to Regulated Child Care” issued by the Maryland State Department of Education
- ✓ Completed Extended Care Program 2019-2020 Registration Form specifying the desired Extended Care Program plan (full-time, part-time, drop-in, etc...)
- ✓ Signed 2019-2020 Extended Care Program Financial Agreement

Please note that your child will not be registered or able to participate in the Extended Care Program until all of these documents are completed and submitted to the school office.

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

Extended Care Program Director at: ecp@stjosrcs.org or (301) 937-7154

**ECP is a
G.R.E.A.T.
Place to be!**

**Growing in faith and knowledge
Ready to study and complete homework
Eating healthy snacks
A fun environment
Teachers committed to child safety and learning**

Extended Care Program 2019 - 2020 Financial Agreement

Please carefully read, then sign & return after you have reviewed its contents.

As is stated on the Registration Form our hours of operation are Monday-Friday from 6:45-8:15 am & 3:15-6:00 pm when school is in session. We are also open from 12:00-6:00 pm on half days unless otherwise stated on the calendar.

Tuition is collected via TADS (on the same schedule of school tuition) & is due on the last day of each month (July through April), refunds are not given for absence due to short-term illnesses or non-emergency circumstances. Tuition rates for students registering after the first day of school will be prorated.

Picking up your child on time is very important. Overtime starts at 6:00 pm or when an emergency closing has been called by Prince George's County Public schools. **Overtime charges are \$1.00 per minute per child.** Late pick up fees will be billed in TADS on a monthly basis. We appreciate your understanding of this policy as staff members expect to get home promptly.

Inclement weather policy: ECP follows the decision of the Prince George's County School System. If they announce a morning delay or early closing, ECP hours adjust accordingly, i.e., a 2 hour delayed opening results in an 8:45 am opening; a 2-hour early closing results in a 4 pm afternoon closing. Canceled afternoon activities = Cancelled ECP

The ECP Director has the right to dismiss any child from the program because of misconduct, unmet financial obligations or consistently late pick-ups.

I certify that I have received the above information and that I understand and accept the conditions as outlined.

Parent Signature: _____

Date: _____