

## Extended Care Program 2020 - 2021 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 during after school hours. All St. Joseph's Regional Catholic School students Pre-K to 8th grade are eligible for our aftercare 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 July 30, with other school fees.

Please note: Full-Time and Part-Time students MUST be registered before attending.

**FULL-TIME TUITION PLANS:**

Size of Family	Yearly Tuition	Monthly Payment (10 Payments)
One child	\$2,850	\$285
Two Children	\$4,300	\$430
Each Additional Child	\$1,550	\$155

**PART-TIME TUITION PLANS:**

Part-time per child	Yearly Tuition	Monthly Amount (10 payments)
<b>1 day per week</b>	\$1,050	\$105
<b>2 days per week</b>	\$1,850	\$185
<b>3 days per week</b>	\$2,150	\$215

**MORNING CARE:** \$1050/year/student (\$525/year/student if adding to a plan)

## **Extended Care Program 2020- 2021 Drop- In Information**

The St. Joseph's Extended Care program offers Drop-In Registration for families who may occasionally need before or aftercare 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 for the school year officially register for ECP and select a plan.** Again, in order to comply with State of Maryland regulations, students are only allowed to drop-in three (3) times for the school year without registering for ECP. "Registering" requires the completion of all ECP registration forms and the payment of all registration and tuition plan fees.

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 Drop-In rate is \$25 per student/per day and is billed to the TADS account.**

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

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 are designed to ensure that we are in compliance; 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](mailto:ecp@stjosrcs.org), or call the school office (301-937-0754) to leave a request.

# Extended Care Program 2020 – 2021 Registration Form

## Deadline for submission:

**June 1, 2020 (returning families)**

**July 1, 2020 (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

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

**Applies to any plan changes made after October 31**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN COMPLETED REGISTRATION FORM TO THE MAIN OFFICE  
FOR ADDITIONAL INFORMATION PLEASE CONTACT:**

**Extended Care Program Director, [ecp@stjosrcs.org](mailto:ecp@stjosrcs.org) or (301) 937-7154**

## **Extended Care Program 2020 – 2021 Registration Form**

Before submitting the Extended Care Program 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 2020-2021 Registration Form specifying the desired Extended Care Program plan (full-time or part-time)
- Signed 2020-2021 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](mailto: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 2020 - 2021 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. 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 for the school year officially register for ECP and select a plan. Again, in order to comply with State of Maryland regulations, students are only allowed to drop-in three (3) times for the school year without registering for ECP. "Registering" requires the completion of all ECP registration forms and the payment of all registration and tuition plan fees.

Tuition is collected via TADS (on the same schedule of school tuition) and is due on the last day of each month (July through April), refunds are not given for absences 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 two(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: \_\_\_\_\_