

## *Saint Margaret School Extended Day Care Registration Information*

### Registration Procedures:

- ❖ Registration forms will be distributed by email to families of students currently enrolled in EDC beginning May 6, 2019.
- ❖ Additional forms will be available on the school website.
- ❖ Currently enrolled students are guaranteed their same time slots for the 2019/2020 school year, as long as fully completed paperwork is received by the registration deadline of May 24, 2019.
- ❖ All schedule changes will be considered on a first come, first serve basis.
- ❖ Siblings of currently enrolled students can be registered at the same time as existing students, but will be accepted on a first come, first serve basis after current students and schedule changes.
- ❖ Open registration for new families begins May 28, 2019. Currently enrolled students who have not re-registered by this date will be handled on a first come, first serve basis along with new registrations.
- ❖ **\$25 per child registration fee** is due with registration forms - one check per family is fine
- ❖ **Hand carrying your forms into EDC is the best way to ensure that we receive them by the deadline**
- ❖ **If you choose to send the forms in with your child, please call or email to confirm that we have received them.**
- ❖ 10% sibling discount for 2 children enrolled in EDC
- ❖ 15% sibling discount for 3 or more children enrolled in EDC
- ❖ See the attached rate schedule regarding our billing policies

#### Checklist:

- \_\_\_\_ Fully completed and signed registration form – 1 per child
  - \_\_\_\_ **\$25 per child registration fee** – 1 check per family is fine
  - \_\_\_\_ Health Assessment Form – 1 per child must be signed and dated
- registration is not complete without this form**

**St. Margaret School Extended Day Care Billing Policies**  
**Please initial to confirm understanding**

- A weekly rate is charged based upon the set schedule requested, regardless of actual attendance, and services are billed monthly as of the last Friday of the month \_\_\_\_\_ **Initial**
  
- If EDC is closed (inclement weather, school holiday, etc.), your invoice will be automatically adjusted so that you are not charged for days when EDC is not available \_\_\_\_\_ **Initial**
  
- At the beginning of the school year, each family will be given coupons that can be used at their discretion for days when a child is absent from EDC. Coupons will be issued based upon a child's EDC schedule and will equal one full week of care. For example, a child registered for 5 days/week will receive 5 coupons. **Coupons must be redeemed within 30 days of the child's absence and will appear as a credit on the following month's invoice.**  
\_\_\_\_\_ **Initial**
  
- EDC closes promptly at 6pm. There is a \$1 per minute per child late charge for pickup past 6pm. \_\_\_\_\_ **Initial**
  
- Families who enroll for the 4pm pickup will be charged for the higher 6pm pickup rate if the child is signed out past 4pm. repeated late pickups will be converted to a permanent 6pm time slot charge. \_\_\_\_\_ **Initial**
  
- Schedules may be changed at any time during the year, assuming there is availability; however, changes become effective the week following the date that the request is made. You will need to fill out a change request form  
\_\_\_\_\_ **Initial**
  
- EDC is an extension of school. Please refer to the handbook for behavior policy. \_\_\_\_\_ **Initial**

**2019/2020 Rates:**

<i>Registered Time Slot</i>	<i>Daily Rate</i>	<i>Weekly Rate</i>
Pre K Dismissal – 2:45 PM	\$20.35	\$101.75
Pre K Dismissal – 4:00PM	\$24.90	\$124.50
Pre K Dismissal – 6:00PM	\$31.35	\$155.75
Pre K4 FULL DAY – Grade 8 Dismissal 4:00PM	\$9.65	\$48.25
Pre K4 FULL DAY – Grade 8 Dismissal – 6:00PM	\$18.05	\$90.25
Pre K – Grade 5 – 7:00-7:40 AM- not returning for aftercare	\$6.00	\$30.00
Pre K- Grade 5 – 7:00-7:40 AM –returning for aftercare	\$2.25	\$11.25

***Other  
Charges***

***Rates***

\*Early Dismissal – regardless of age or length of stay

Pre K – Grade 8 \$34.45

2 hour delay – CENTER OPENS AT 9am (Pre K-Grade 5)

\$8.30

**\*Late Fee charge past 6 pm closure is \$1.00 per minute**

**\*\*Advanced sign up required. \*Must have a minimum number of 10 children in order for center to open. \*\***

**Availability for drop-ins will be evaluated once enrollment is finalized.** For any questions or registration information please contact our EDC Director- Allyson Hill at 410-879-1113 ext. 171

Office Use:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Saint Margaret School Extended Day Care Program Request Form**

Child's Name: \_\_\_\_\_ Child lives with: Mother\_Father \_\_\_  
Both \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Grade in September, 2017: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Family Email: \_\_\_\_\_

Mother's Address (if different) \_\_\_\_\_ Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Father's Address (if different) \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Persons authorized to pick up your child from EDC:

- 1. \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell \_\_\_\_\_
- 2. \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell \_\_\_\_\_
- 3. \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell \_\_\_\_\_
- 4. \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell \_\_\_\_\_

Indicate (√) days and times that you would like your child to attend EDC.

**\*\*\*\*\* Check here if this is a change from your child's current schedule \*\*\*\*\***

Time	Grade	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 – 7:45	Preschool					
7:00 – 7:45	K-5					
10:45 – 2:45	Preschool					
Dismissal – 4:00	Pre - 8					
Dismissal – 6:00	Pre - 8					
2 Hour Delays	Pre - 5					

Early dismissal and professional days require advance sign up as the days occur. You do not need to enroll separately for these days.

Your signature authorizes:

- 1. Saint Margaret School to give a copy of your child's health records to EDC.
- 2. Saint Margaret School EDC, in emergencies requiring immediate medical attention, permission to have your child transported to the nearest emergency room.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_