St. 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 9, 2022.
- Additional forms will be available on the school website.
- Currently enrolled students are guaranteed their same time slots for the 2022/2023 school year, as long as fully completed paperwork is received by the registration deadline of May 23, 2022.
- 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.
- $25 per child registration fee is due with registration forms - one check per family is fine.
- There is a sibling discount:
  - 5% sibling discount for 2 children enrolled in EDC
  - 10% 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
☐ Signed and initialed Billing Policies Form (1 per family)
St. Margaret School Extended Day Care Billing Policies

Please initial each to confirm understanding:

● A weekly rate is charged based upon the set schedule requested, regardless of actual attendance. 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. For example, a child registered for 5 days a 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, there is no grace period. 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

● Family Name: _______________________
● Name of Child(ren): _______________________
● Parent Signature: _________________________
2022/2023 Rates:

<table>
<thead>
<tr>
<th></th>
<th>Morning *Not Returning for Aftercare Daily</th>
<th>Morning *Not Returning for Aftercare Weekly</th>
<th>Morning *Returning for Aftercare Daily</th>
<th>Morning *Returning for Aftercare Weekly</th>
<th>2 Hour Delay *Center Opens at 9am</th>
<th>2:45 Pick Up Daily Rate</th>
<th>2:45 Pick Up Weekly Rate</th>
<th>4:00 Pick Up Daily Rate</th>
<th>4:00 Pick Up Weekly Rate</th>
<th>6:00 Pick Up Daily Rate</th>
<th>6:00 Pick Up Weekly Rate</th>
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<tbody>
<tr>
<td>Pre-K 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$9.10</td>
<td>$22.25</td>
<td>$111.25</td>
<td>$27.20</td>
<td>$136.00</td>
<td>$34.05</td>
<td>$170.25</td>
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<tr>
<td>Pre-K 4 (Full Day) through Grade 8</td>
<td>$6.60</td>
<td>$33.00</td>
<td>$2.45</td>
<td>$12.25</td>
<td>$9.10</td>
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**Late Fee charge past 6 pm closure is $1.00 per child per minute**

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

***There will be a $25 REST MAT FEE billed in September for any half day preschoolers.**

**Availability for drop-ins will be evaluated once enrollment is finalized. Drop in rates differ from those listed above.**

For any questions or registration information please contact our EDC Director- Tracey Schrader; tschrader@smsch.org
St. Margaret School Extended Day Care Program Request Form

Child’s Name: _________________________________________  Grade in September 2022: _____________
Home Address: _____________________________________________________________________________
Family Email: _________________________________________  Home Phone: ________________________
Mother’s Name: ________________________________________  Employer: ___________________________
Mother’s Address (if different) ________________________________________________________________
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 your child from EDC:

Name: ___________________  Relationship: ________________  Phone: ______________  Cell: ___________
Name: ___________________  Relationship: ________________  Phone: ______________  Cell: ___________
Name: ___________________  Relationship: ________________  Phone: ______________  Cell: ___________
Name: ___________________  Relationship: ________________  Phone: ______________  Cell: ___________

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>7:00 - 8:00</td>
<td>Pre-4</td>
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<td>7:00 - 7:45</td>
<td>K - 5</td>
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<td>2 Hour Delay</td>
<td>Preschool - 5</td>
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<td>Dismissal - 2:45</td>
<td>Preschool 3’s</td>
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<td>Dismissal - 4:00</td>
<td>Preschool - 8</td>
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<td>Dismissal - 6:00</td>
<td>Preschool - 8</td>
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Early dismissal days require advance sign up as the days occur, you do not need to enroll separately for these.

Your signature authorizes:

1. Saint Margaret 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: _______________