

# **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 April 17, 2023.
- ❖ Additional forms will be available on the school website.
- ❖ Currently enrolled students are guaranteed their same time slots for the 2023/2024 school year, as long as fully completed paperwork is received by the registration deadline of May 1, 2023.
- ❖ 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 pick up 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: \_\_\_\_\_

# 2023/2024 Rates: **TO BE DETERMINED**

	Morning *Not Returning for Aftercare Daily	Morning *Not Returning for Aftercare Weekly	Morning *Returning for Aftercare Daily	Morning *Returning for aftercare Weekly	2 Hour Delay *Center Opens at 9am	2:45 Pick Up Daily Rate	2:45 Pick Up Weekly Rate	4:00 Pick Up Daily Rate	4:00 Pick Up Weekly Rate	6:00 Pick Up Daily Rate	6:00 Pick Up Weekly Rate
Pre-K 3											
Pre-K 4 (Full Day) through Grade 8											

**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

Office Use:

Date:

Time:

# St. Margaret School Extended Day Care Program Request Form

Child's Name: \_\_\_\_\_ Grade in August 2023: \_\_\_\_\_

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.

Time	Grade	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 - 8:00	Pre-4					
7:00 - 7:45	K - 5					
2 Hour Delay	Preschool - 5					
Dismissal - 2:45	Preschool 3's					
Dismissal - 4:00	Preschool - 8					
Dismissal - 6:00	Preschool - 8					

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: \_\_\_\_\_

