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 3, 2021.
- Additional forms will be available on the school website.
- Currently enrolled students are guaranteed their same time slots for the 2021/2022 school year, as long as fully completed paperwork is received by the registration deadline of May 28, 2021.
- 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
  - 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 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 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**

Family Name:_____

Name of Child(ren):_____

Parent Signature:_____

2021/2022 Rates:

Registered Time Slot	***Daily Rate***	***Weekly Rate***
Pre K Dismissal – 2:45 PM***	$21.60	$108.00
Pre K Dismissal – 4:00PM***	$26.40	$132.00
Pre K Dismissal – 6:00PM***	$33.05	$165.25
Pre K4 FULL DAY – Grade 8 Dismissal 4:00PM	$10.25	$51.25
Pre K4 FULL DAY – Grade 8 Dismissal – 6:00PM	$19.15	$95.75
Pre K – Grade 5 – 7:00-7:40 AM- not returning for aftercare	$6.40	$32.00
Pre K- Grade 5 – 7:00-7:40 AM –returning for aftercare	$2.35	$11.75
Pre K- Grade 8 Early Dismissal - regardless of age or length of stay **	$36.55	
PreK - Grade 5 2 hour delay - center opens at 9am	$8.80	

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

**Advanced sign up required. 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.

For any questions or registration information please contact our EDC Director- Allyson Hill at 410-879-1113 ext. 171

Office Use: Date:____Time:____

St. Margaret School Extended Day Care Program Request Form

Child's Name:_____Child lives with: Mother_Father Both_

Home Address:_____ _____

Grade in September, 2021:

Home Phone: _____ _____

Family Email:

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 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:_____