

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 November 3, 2025.
- ❖ Additional forms will be available on the school website.
- ❖ Currently enrolled students are guaranteed their same time slots for the 2026/2027 school year, as long as fully completed paperwork is received by the registration deadline of November 27, 2025.
- ❖ 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 will be effective at the beginning of the following month. You will need to fill out a change request form, which can be found on the SMS website.
Initial
- EDC is an extension of school. Please refer to the handbook for behavior policy.
Initial

- Family Name: _____
- Name of Child(ren): _____
- Parent Signature: _____

Office Use:

Date:

Time:

St. Margaret School Extended Day Care Program Request Form

Child's Name: _____ Grade in August 2026: _____
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	PK 4					
7:00 - 7:45	K - 5th					
2 Hour Delay	PK 4 - 5th					
Dismissal (PK 3 ONLY) - 2:45	Preschool 3's ONLY					
Dismissal - 4:00	PK 4 Full Day - 8th					
Dismissal - 6:00	PK 4 Full Day - 8th					

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: _____