

# **ST. PIUS X EXTENDED CARE GUIDE**

## **HOURS**

St. Pius X Extended Care will be open every day that St. Pius X School is in session, from 6:00 – 7:50 a.m. and 3:05 – 6:00 p.m. (11:30 a.m. – 6:00 p.m. on half days of school).

## **REGISTRATION FEE**

A registration fee of \$25 is required for each family. (This fee is in addition to the school registration fee.)

## **REGISTRATION FORM AND CONTACT INFORMATION**

For the safety of our students, a registration form with contact information must be fully completed and returned to the director by the first day of school. Please **notify us immediately** if any information changes. Students are released only to those people whom you have designated on the registration form and a picture I.D. may be requested.

## **RATES**

\$4.25 per hour for the first child;

\$4.00 per hour for each additional child

Rates begin at the time of school dismissal (3:05 p.m. on full days, 11:30 a.m. on half days).

After 6:00 p.m. there will be a **\$10.00 charge** for every ten (10) minutes.

## **ARRIVAL AND DEPARTURE**

### AM Arrivals:

Please bring your child into the extended care/preschool room and sign in on your designated student sheet. Students in grades K – 8 will be released at 7:30 a.m. to join classmates outside until the 7:50 bell rings. PS and JK students will remain in the extended care room and be signed out at 7:50 a.m.

### PM Departures:

**Please sign your child out LEGIBLY when you pick up.** The students arriving for extended care after school will be signed in by a member of the extended care staff. The extended care will be responsible for your child beginning when the child is signed in and ending when the family member signs the child out. *If your child is involved in sports, tutoring, scouts, etc.,* the coach, tutor, leader **MUST** personally sign out your child.

## **HALF DAYS OF SCHOOL**

The center will be open for students at dismissal time on half days of school. Students must bring a sack lunch (no glass containers or bottles). Payment rates begin at the time of school dismissal.

## **SCHOOL CLOSING AND HOLIDAYS**

When the school is closed due to inclement weather, staff development, conferences and holidays, the extended care center will also be closed.

## **BILLING**

Extended Care billing is done on a monthly basis for the previous month. Billing is based on times the student is signed in and out by staff and family and will be rounded to the nearest fifteen (15) minutes. On half days of school, regular rates begin at the time of dismissal (11:30 a.m.) for all students. **If a student is not signed out or if it is not legible**, the family will be charged from the sign-in time until the last staff members leaves.

## **PAYMENT POLICY**

Families are billed monthly for the previous month. Statements are sent home with the student during the first week of each month or emailed to the parents. Payment is expected within one week of the statement. Payments can also be made through automatic deductions. For outstanding balances, services may be put on hold and possibly terminated.

## **RETURNED CHECKS/PAYMENTS**

If a payment is returned for any reason, there will be a \$30 fee assessed (added to the monthly statement). Returned checks will not be redeposited. Two (2) returned payments in one school year will require payments by cash or money order only.

## **SNACKS**

Snacks are to be provided by the family. Each child is asked to bring a snack from home on the days they attend Extended Care.