



## Extended Day Guidelines - Grades JrK-5

- Please communicate with your child's teacher regarding daily attendance in the Extended Day program.
- Payment/Billing for Extended Day will be through FACTS.
- Pack an extra snack for after school.
- Any child with a medical condition that requires medication (i.e. . inhaler, Epipen, etc.) must provide this to the Extended Day staff (This is in addition to what has been provided to the Nurse in the Health Office.)
- Extended Day hours are 2:00 PM to 5:30 PM. It is very important that every child is picked up no later than 5:30 PM. Late fees will be charged accordingly.
- Please use the door between the school and the rectory (Door G) to pick up your child. Be sure to sign out your child/ren each day. It is important to provide an emergency cell phone contact number.
- Payments and billing are made through FACTS. Failure to keep current on payments will impact your child/ren's further participation in the program.
- Children will only be released to those whose names appear on the permission forms. Any changes must be given to us in writing.
- The fee schedule is as follows: \$8.00 per hour per child. A **Late fee** will be assessed \$5.00 per every minute past 5:30pm. (Please note that if a child has not been picked up by 5:30 PM, the information indicated on the forms provided will be used to contact families.)