



“Creating an Educated Community
To Serve Christ and One Another
With Integrity and Respect”

May, 2018

Dear Parents,

A completed registration form must be submitted for **each child** being registered in the Extended Day Program. You must register your child/children yearly if you intend to make use of the Program regularly or even on a drop-in basis. On our webpage, you will find additional registration/re-registration materials for the Extended Day Program for the school year 2016-2017, including the fee schedule and registration form.

Before School Care (BSC) is available from 7:00 AM to 8:00 AM for grade school students and from 7:00 AM to 8:35 AM for preschoolers. A **separate Before School rate (GSECCS – BSC)** is available for ECC students who will be **dropped off as of 8:00 AM and are siblings** of grade school students. If your child does not have a grade-school sibling and you intend to drop off as of 8:00 AM, you are still responsible for the **regular BSC rate**.

After School Care, includes: the **“A” Session**, the **“B” Session**, and the **“ER”** or early release care session. The **“A” session** begins at the end of the preschool day (there is a separate rate for students who attend the Shooting Star and Rainbow classes) and ends at 3:00 PM. Pick-ups after 3:00 PM will be charged per hour or part of the hour at the Drop-in rate. The **“B” session** (3:15 PM – 6:00 PM) is available to students in Sunshines, Rainbows, Shooting Stars, and Kindergarten through Eighth grade, with availability to FuzzyBear students dependent on the approval of the school Principal, ECC Director, and Extended Day Director.

The yearly fee has been broken down into equal monthly amounts. Grade school students make 9 equal payments, September through May, and preschool students make 8 equal payments, September through April. Please note the fee schedule for a complete break-down of charges.

If your grade-school child is registered for the **“B” session**, **and** you will need for your child to use the Program on Early Release days, it is strongly recommended that you **check off both the “B” and the “ER”** options on the registration form. You will then be billed accordingly. If your child will only need **“ER”** please check off only that box and note the fee listed.

When filling out the registration form be sure to note **which days** per week you will use the Program and the date on which your child/children will begin to attend. State licensing requires that you include complete contact information for **two local** emergency contacts **apart from the parents**. Please make sure the contact information for all parties is kept current. If you have a cell phone number and or email address, please supply those as well.

Please include your registration fee made out to **BSS** (Extended Day on the memo line), and return as soon as possible. This will help us better plan for the next school year.

Sincerely,

Cesarina G. Berrigan
Director, Extended Day Program

P.S. It is recommended that **all** families complete a registration form. In the event of an emergency, or when you are significantly delayed in picking up your child/children after school dismissal, your child/children can then be placed in the Extended Day Program. The registration fee will be charged together with a fee for the time spent, after such occasion. Late pick-up fees (after 6PM) are not collected at the time of pick-up. All fees, except for registration fees, but including late fees after 6PM, are collected through the FACTS system.

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