



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

August 2020

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 also find registration/re-registration materials for the Extended Day Program for the school year 2020-2021, including the fee schedule and registration form.

Owing to the special circumstances arising as a result of **Covid-19**, we are unable to offer **Before School Care (BSC)** this year. In addition, **After School Care** can only be offered to the **Rainbow** class and the **Shooting Star** class. Their preschool **After Care** session begins with the end of their class day (1:30PM) and ends at 3:00 PM. Pick-ups after 3:00 PM are charged per hour or part of the hour at the Drop-in rate.

The yearly fee is broken down into equal monthly amounts. The exact breakdown of the charges this year will be dependent on when school begins, owing to the **Covid-19 pandemic**. Please note the fee schedule for a complete break-down of charges.

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 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. All fees, except for registration fees, but including late fees, are collected through the FACTS system.

