



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

August 2021

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. On our webpage, you will also find registration/re-registration materials for the Extended Day Program for the school year 2021-2022, including the fee schedule and registration form.

This year, we will be only offering **Before School Care** to preschool students. **Before School Care** will begin at 8:00 am and will close when the preschool students are to enter class. We will offer **After School Care** to the **Rainbow, Shooting Star and Sunshines** classes, and K-8 classes. The preschool **After Care** session begins with the end of their class day (1:30PM for the Shooting Stars, & Rainbows, and 11:45 AM for the Sunshines) and ends at 3:00 PM. Pick-ups after 3:00 PM are charged an hourly rate. Extended Day for K-8 students (B Session) runs until 6PM. The Principal and ECC Director will consider for approval any ECC student who may need to register to continue in Extended Day into the B Session.

The yearly fee is broken down into equal monthly amounts. For the grade school students there are 9 equal payments, September through May, and for the preschool students there are 8 equal payments, September through April. Please note the fee schedule for a complete breakdown of charges.

If your grade-school child is registered for the “B” session, **and** you will need 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 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.

