



Saint John the Evangelist School
Extended Day Program
2015 – 2016 School Year
Coordinator: Mrs. Alyssa Maxwell

Extended day service is available to all families of Saint John the Evangelist School. This is a before school (*Before Care*) and after school (*After Care*) program offered to children in Preschool through 8th Grade. Extended Day service is open on all full school days. *It is **not** offered on early release days at this time* (eg. 12:00 PM dismissal)

New!! This year we will be splitting up the Aftercare students into two groups: Early Childhood (Preschool-Kindergarten) and Elementary and Middle School (Grades 1-8) The Early Childhood Program will be in one of the Early Childhood classrooms and grades 1-8 will be in the Art Room. Please note that, due to staffing limitations, *Preschool students may only attend school care and not before school care*. All students will be in the Art Room for Before Care.

Program Rates:

AM Sessions:

7:30 AM – 8:00 PM: \$8

PM Sessions:

1 Hour: \$ 8/child (minimum charge)

2 Hours: \$16/child

To participate, please complete the required information below and send with a check payable to *Saint John the Evangelist School*. New this year will be the introduction of “**Extended Day Cards**”. Two cards will be available for purchase: a 10-hour card that will cost \$80 and a 20-hour card that will cost \$160.

Families who choose to utilize the Extended Day program *without* purchasing an Extended Day card will be billed at the rate of \$10/hour.

The extended day card consists of either ten or twenty \$8 “punches.” Your card will be debited according to the hours used. A **late fee** will be charged to all families who pick up their children after 5:30 PM (**\$25 per every 5-30 minutes late**).

Extended day cards may be purchased at any time throughout the year. You may purchase multiple extended day cards at one time **or** half cards depending on your needs.

The cards are intended to be shared between siblings as needed and the extended day staff will retain them at all times.

*Be sure to notify administration and faculty when utilizing this program for the first time by contacting Alyssa.maxwell@sjscanton.org **and** your child’s homeroom teacher.*

Please enclose the attached form and your check payable to:

Saint John the Evangelist School
696 Washington Street
Canton, MA 02021

Saint John the Evangelist School
Extended Day Program
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Student Name(s): _____ Grade(s): _____
_____ Grade(s): _____
_____ Grade(s): _____

Are there particular day(s) of the week that you will be utilizing Extended Day care? _____

If yes, which days (approximately)? Please circle all that apply:

Monday Tuesday Wednesday Thursday Friday

Conduct Code

Our code of conduct refers to the same policies and guidelines that are required within the school’s student handbook. “No hands and no bullying” policies are strictly enforced within our program. If a student does not follow the policies, the student will be given a verbal warning and the parent will be notified. If a student continues to be problematic following our guidelines and continually demonstrates poor behavior, the Principal will be notified and will address the situation. Further steps may be necessary like removal of the student from the program altogether.

Billing:

ALL OUTSTANDING BILLS from the previous year must be paid before students can take part in Extended Day for the new school year.

Where is pick up located?

When picking up your child(ren) please ring the door bell at the main school entrance and you will be let in. If students are in the Parish Center or in the rear playground, a sign will be placed on the main entrance door directing you where to pick up your child(ren). Please inform all those allowed to pick up your child(ren) of this.

The program promptly closes at **5:30 pm**. If you are delayed in picking up your child, contact the teacher on duty at 617-696-3548 as soon as possible. ***A \$25.00 penalty after 5:30 pm for every 5-30 minutes will be charged to your account.*** If parents repeatedly arrive after 6pm the principal will be notified.

I _____ (printed parent/guardian name) have read and agreed to all of the terms and conditions listed for the St. John the Evangelist School Extended-Day Program. Signature of Parent/guardian: _____

Please initial on the line next to the following statement

_____ I have read and agreed to all of the terms and conditions listed for the St. John the Evangelist School Extended-Day Program. I understand that St. Agatha School Extended-Day Program ends promptly at 5:30pm. If I am delayed in picking up my child, I will try to contact the After Care teacher on duty at 617-696-3548 as soon as possible. ***For every 5-30 minutes I am delayed after 5:30 pm, \$25 will be charged to my account.***

I have read and agreed to all of the terms and conditions listed for the St. John the Evangelist School Extended-Day Program.

Parent or Guardian Signature: _____ Date: _____