

Family Name: \_\_\_\_\_

**ST. BRENDAN EXTENDED SCHOOL  
2018-2019 Registration Form**

*Days of Operation*

- Extended School will be open during full and early dismissal school days for Preschool through 8<sup>th</sup> grade. Only enrolled St. Brendan students may attend Extended School.
- The center will be closed for scheduled holidays, non-school days, vacation breaks, conference days, snow and emergency closure days, and summer vacation.

*Hours of Operation:*

- AM Session: **M-F** 7:00 AM to 8:00 AM
- PM Session : **M,T,TH,F** 3:00PM to 6:00PM
- PM Session: **W** 2:00 PM to 6:00 PM
- Early Release Sessions ( 12/7/18, 3/22/19, 6/7/19) 12:45PM to 6:00 PM

**Non Extended School days (Some Dates TBD)**

- **First day of school (no AM or PM care)** 9/4/18
- **Wednesday before Thanksgiving Break (no PM care)** 11/21/18
- **Christmas Concert (open 3-5 only)** 12/14/18
- **Friday before Christmas Break (no PM care)** 12/21/18
- **Friday of Catholic Schools Week (no PM care)** 2/1/19
- **Good Friday (no PM care)** 4/19/19
- **Grandparents/Grand Friend's Day (no PM care)** 5/3/19
- **Last day of school ( no PM care)** 6/14/19

*Staff and Location*

- All staff is certified in CPR and First Aid, has cleared background checks, and has completed the required Safe Environment training. Preschool/PreK staff will also have STARS training and be Washington State Department of Early Learning certified.
- Extended School operates in our library and downstairs PreK classroom. The area is secured with locked exterior doors at all times and visual camera recognition for admittance into the building.
- Students have a quiet study/reading/homework area, availability of library materials and computers for school work, space for games and activities, outdoor playground access, ability to attend after-school programs on campus (only with a signed Release Form), and near-by restrooms.
- There is easy drop-off and pick-up access and parking for parents. Parents will be able to enter the school through the Church or school parking lots and park alongside the school.

*Emergency Enrollment for K-8 Students*

- **Emergencies:** All Preschool-8<sup>th</sup> grade students will be automatically enrolled in Extended School for emergency situations via the required emergency card. With notice from a parent that a child will not be picked up at 3:00 PM or 12:45 PM, the student will attend Extended School at the unregistered hourly rate.
- **After School Late Pick-Up:** Students not picked up through carpool by 3:15 PM (or 1:00 on early-release dates) will relocate to Extended School to be picked up at the library.
- **Parents will be charged the hourly rate beginning at 3:20 PM( 2:20 on W) or 1:05 PM on early dismissal dates.**

*Extended School Fees*

- All hourly rates are per student. There are no multi-children or family discounts.
- Registered students are those who have filled out form and paid the registration fee and receive care on a regular basis.
- A full hourly rate will be charged for every 20 minutes past the hour. For example, if a child is picked up at 3:20, a full hour of care will be charged.
- Parents can request a drop-in session with the Extended School staff with as much notice as possible.
- After 6 PM Late Pick-Up: Parents will be responsible for a late pick-up fee if a child is picked up after 6:00 PM.
- Monthly totals are calculated based on the number of hours the student has attended.

Registered students	Includes registration form and registration fee	<b>\$7.00/hour per child</b>
---------------------	---	------------------------------

Drop-in students	This rate applies to families who have not registered their child <b>\$8.00/ hour per child</b>
Late pick up fee	<b>\$1.00 for every minute after 6PM</b>

*Payment of Extended School*

- Extended School billing cycles end on the last day of the month.
- A fee statement will be e-mailed to parents.
- The fee information will be transmitted to FACTS and will be part of the parent’s financial obligation to the school.
- Parents will pay Extended School fees through their FACTS account. Fees are due in full when billed.
- Accounts which are 45 days past due will require the parents to meet with the principal and the student may be excused from Extended School until the balance is paid current. Report cards may be held for accounts with balances.

*Other*

- Students can chose to have breakfast at the AM session from 7:00-7:40 AM.
- All students will need to have their own snack for the PM session.
- On early-release days, students in grades 5-8 will bring their own lunch.
- Students may leave for after-school activities that take place on school property only when the parents have provided a signed Extended School Permission and Release Form. Extended School is not responsible for transporting students to and from said activities. Students may not leave the school with only phone permission; the permission form may be faxed or emailed and needs to be written parent permission.
- Students may not bring toys from home or use any personal electronic devices including phones or tablets at any time during Extended School sessions unless at the discretion of the Extended School Director.

*Extended School Infraction*

- The Extended School Infraction Form is to keep students accountable for their actions and parents notified of their student’s behavior in Extended School.
- If a student receives two Infraction Forms they will suspended from Extended School for one week. If a student receives a third Infraction Form they will not be invited back to Extended School.
- Student behavior and discipline issues are handled by the Extended School Director/staff under the direction of the school principal. Director and staff follow the discipline policies in the school handbook.

*Registration Fee and Form*

- To enroll in Extended School, parents will complete and sign this registration form and return the form to the school office with a **\$40.00 per child**, non-refundable registration fee payable to St. Brendan Extended School.
- Registration covers the current school year from August through June.

Student Name(s)	Grade (s)
Parent/Guardian Name	Cell phone
Emergency information, including adults authorized to pick up the students, will be gathered and verified from the student’s office emergency contact card.	
Specific days and times requested	

I have read and understand these terms and agree to abide by the policies herein for my child/children to attend St. Brendan Extended School. I will sign my child in and out of Extended School each day.

Date: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_