



June, 2018

Extended Day Information:

No child will be allowed to wait in the office/lobby, roam the halls, wait in the bathroom, or run around on the blacktop while waiting for parents or guardians to pick them up. We have one consideration only, and that is the safety of every child under our care. Because of work demands and personal concerns, we provide a service in which trained staff members watch those students who either arrive between 6:45 A.M. to the start of school and/or must stay after school within the hours of dismissal to 6:00 P.M. on regular school days or 5:00 P.M. on early dismissal days. Safety Patrols will be charged if they arrive at school before 7:30 A.M. This service is provided at a very reasonable fee – private day care, day care in homes, and day care at other institutions are usually much more expensive.

Please read the handbook on our website and sign the provided form. It is very helpful to all concerned to understand the expectations. I have included practical information such as hours of operation, enrollment options (full-time, drop in), fees, etc. and also broader information such as behavior management. The policies follow the mandates of Virginia Standards, the Diocese, and those that are specific to Queen of Apostles Catholic School.

The following forms **MUST BE FILLED OUT BY EVERY SCHOOL FAMILY** and returned to the school office by Tuesday, August 1, 2018.

- Letter of Understanding
- Extended Day Program Enrollment

Ext. Day Program Telephone #s: (703) 354-0714 ext. 16
(703) 354-6702

In Christ,

Jodi Reagan
Principal



EXTENDED DAY PROGRAM LETTER OF UNDERSTANDING

June, 2018

Please read the information concerning fiduciary, safety, and discipline policy, check the appropriate payment information, sign, and return to the school office.

A. Financial Payment Plan (please **circle** number one, two, or three):

1. Weekly - Payment due to Business Office on Monday of each week. (\$25 late fee charged if payment made after Monday)
 2. Monthly – Payment to Business Office by the 1st of each month, (\$25 late fee charged if payment received after due date). Payments can also be made through the FACTS account. (Please contact the business manager, Flora Wack at 703-354-0711 to set up)
 3. Drop-In/Emergency –Parent will be invoiced.
- I agree to pay a late fee of \$1.00 per minute, per student for the first 5 minutes, After 6:05 p.m. the charge will be \$5.00 per minute, per family whenever my child/children are cared for after 6:00 p.m. on regular school days or after 5:00 p.m. on early dismissal school days.
 - I understand that automatic suspension from the Program may be imposed if bills are not paid.

B. Health and Safety

- I agree to accompany my child(ren) into the morning Program and sign him/her in, at or after 6:45 a.m.
- I agree to sign my child(ren) out of the Program by 6:00 p.m. each regular school day and 5:00 p.m. on early dismissal school days.
- I understand that no child may be released to anyone except parents or guardians without written permission and proper identification.
- I understand that no medication will be administered without the proper form and that all medication must be provided in their unexpired original containers.
- I understand that my child(ren) cannot attend the Program with any contagious illness, unidentified rash, fever, vomiting, or diarrhea.
- I understand that no child may be taken to the morning program having had fever, rash, vomiting, or diarrhea the previous day/night. Once the child is confirmed free of contagious illness by a healthcare provider and documentation is submitted or is fever/symptom free for 24 hours without taking fever or symptom relieving medication, the child may return to the morning program.

C. Discipline

- I understand that serious or repetitive infractions of the Student Code of Conduct or the behavior expectations as outlined in the Parent Handbook may result in removal of the child from the Program.

Parent/Guardian: _____
(print)

(signature)

Print child(ren)'s name(s):

In Christ,

Jodi Reagan
Principal



Faith, Excellence & Joy

QUEEN OF APOSTLES CATHOLIC SCHOOL

4409 Sano Street, Alexandria, Virginia 22312

2018-2019 EXTENDED DAY PROGRAM ENROLLMENT

SERVICE REQUESTED (please check the time period you will be using Extended Day):

MORNING ONLY:

AFTER SCHOOL ONLY:

MORNING AND AFTER SCHOOL:

DROP IN:

FAMILY NAME: *(Please Print)*

STUDENT(S) NAME(S)/GRADE(S) *(please print):*

Name: _____

Grade: _____

Name: _____

Grade: _____

Name: _____

Grade: _____

Name: _____

Grade: _____

Please notify the Extended Day Program and the Business office of any change to the Extended Day Service Agreement.



Faith, Excellence & Joy

QUEEN OF APOSTLES CATHOLIC SCHOOL

4409 Sano Street, Alexandria, Virginia 22312

Extended Day Fees 2018-2019

Monthly Rates:

<u>Option</u>	<u>One</u>	<u>Two</u>	<u>Three</u>
A.M.	\$110	\$128	\$145
P.M.	\$277	\$390	\$457
A.M./P.M	\$330	\$426	\$495

Daily Rate

<u>Option</u>	<u>One</u>	<u>Two</u>	<u>Three</u>
A.M.	\$18	\$22	\$25
P.M.	\$30	\$37	\$41
A.M./P.M.	\$35	\$48	\$55

Drop in Hourly Rates P.M. (3:15-6:00) One hour or any portion of an hour

<u>One</u>	<u>Two</u>	<u>Three</u>
\$10	\$15	\$20

Early Dismissal Drop-in Rates: (11:30-5:00)

<u>One</u>	<u>Two</u>	<u>Three</u>
\$45	\$55	\$60

Program Fees: A late fee of **\$1.00** per minute is charged if a student is not picked up by 6:00 P.M. After 6:05 P.M. the charge will be **\$5.00** per minute

Billing Information: Fees are charged monthly for all the Extended Day Program payment options. Payment is due by the **first of each month**. Checks are sent to the Extended Day Director at the school. A late fee of \$30 is charged after the 5th of the month. If the service is used on a drop-in basis, payment is due the day the service is used. Returned check fee is \$30.

* Please contact Flora Wack, Office Manager the business office if the fee will be paid through FACTS account.

Delinquency/Non-Payment: Services must be paid in full each month. Non-payment and delinquent accounts will result in the cancellation of all services. If you receive a Notice of Delinquency, please contact the school immediately.