**Holy Angels Catholic School Extended Day Program**

**Extended Day Registration Form**

Email: office@holyangelswoodbury.org

 Phone: 856-848-6826

 **Registration fee is $25.00 per student and must be paid prior to using the Before Care or Extended Day Programs. ( Registration fee is one-time payment per student for the use of BOTH Before Care and Extended Day)**

The program serves all Holy Angels Catholic School students grades Pre-K through Grade 8.

 Please check all that apply and return this form to school. \*\*Below please check ESTIMATED days for morning care and extended day. Please fill out the weekly extended day form each week.

**Before School Program** **Extended Day Program**

Monday \_\_\_\_ Monday: 1\_\_ 2\_\_ 3\_\_ hrs.

 Tuesday \_\_\_\_ Tuesday: 1\_\_ 2\_\_ 3\_\_ hrs.

 Wednesday \_\_\_\_ Wednesday: 1\_\_ 2\_\_ 3\_\_ hrs.

 Thursday \_\_\_\_ Thursday: 1\_\_ 2\_\_ 3\_\_ hrs.

 Friday \_\_\_\_ Friday : 1\_\_ 2\_\_ 3\_\_ hrs.

 \*First Friday half day 1\_\_ 2\_\_ 3\_\_ 4\_\_ 5\_\_ 6\_\_ hrs.

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Grade\_\_\_\_\_\_\_\_\_\_\_ Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have food allergies/medical concerns? Please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Holy Angels Catholic School Extended Day Program**

Release Authorization

STUDENT’S NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_\_

Please list names of anyone authorized to pick-up your son/daughter from Extended Day. Individuals must be 18 years or older. These individuals must report to Extended Day to sign your son/daughter out of the program.

My son/daughter may be released only to the following individuals.

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

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian signature and Cell Phone #:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian signature and Cell Phone #:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mission**

 The mission of Holy Angels Catholic School is to inspire academic excellence through teaching, living, and proclaiming God’s values with justice, respect, and compassion.

 **The Before School Program:**

The program opens at 6:45 am. Drop off is at the main school entrance. Please ring the bell and wait to be let in.

**The After-School Program:**

The program begins at dismissal and runs until 6:00 pm. Students are dismissed from their classrooms at the end of the school day and brought to extended day by school staff. Pick up is at the cafeteria entrance. Please pack an after-school snack for your child to eat at Extended Day. On half days, please provide your child with a lunch.

Weather permitting, students will go outside to play. Inside the students will have access to toys, books, puzzles, movies, and art supplies. Homework time is available and encouraged.



**Policies**

The Extended Day Program is an extension of the school day and is governed by all the same policies and behavioral expectations.

**Snow Day Policy**

Generally, we abide by the surrounding schools regarding school cancellations and delayed school openings. Radio and TV stations will carry the Holy Angels announcement and we would also use the automated phone system, "Remind" to notify every Holy Angels’ family of a no school announcement and or a message about a delayed opening. When school is canceled, there will be no am. or pm. Programs.

If a one- or two-hour delay is announced, there will not be any Before Care.

On days when a storm is expected to arrive in the afternoon hours please make every effort to pick your child up by the close of school at 3:00 pm. If you are not able to pick your child up, please make arrangements for someone else to pick your child up or send them home with another family. It is for the safety of the staff we ask for your co-operation. If Holy Angels Catholic School cancels afternoon activities or programs due to inclement weather the Extended Day Program in most cases will be canceled.

**Giving Proper Notice:**

• Any time your extended day plans change, you need to notify your child’s teacher. If you know days prior, please send a written note or email the teacher.

• If you need to send your child to Extended day on an unscheduled day, please send a written note to your child’s teacher.

• If you have a change in plans during the school day, please call the office and a message will be relayed to your child’s teacher detailing the change.

• If someone different is picking your child up from the afterschool program, please send a written note to your child’s teacher.

**Payment/Fee Schedule**

There is an annual registration fee of $25.00 per student.

|  |  |
| --- | --- |
| Before School Program 6:45am-8:00am | $6.00 fixed rate |
| **Extended Day Program**3:00pm to 6:00pm |

|  |  |
| --- | --- |
| **Pick Up** | **Fee** |
| Before 4:00pm | $7.00 |
| Before 5:00pm | $10.00 / sibling: $7 |
| Before 6:00pm | $15.00 / sibling: $7 |

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| **Extended Day- Early Release Days**12:30 pm- 6:00 pm\*There is **NO** extended day on the Wednesday before Thanksgiving, the last day of school before the Christmas break, the half-day for the Race for Education, and the last day of school. If Extended day is canceled for any other reason, parents will be notified a week prior to allow time to make other arrangements.  |

|  |  |
| --- | --- |
| **Pick Up** | **Fee** |
| Before 1:30pm | $7.00 |
| Before 2:30pm | $10.00 /sibling: $7 |
| Before 3:30pm  | $15.00/ sibling: $7 |
| Before 4:30pm | $20.00 / sibling: $7 |
| Before 6:00pm | $25.00 / sibling: $7 |

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**Payments:** Extended Day Program billing is completed weekly. It is imperative that accounts be kept current.

**Late Pick up**: Please note the Extended Day Program ends promptly at 6:00 pm. A late fee of $5.00 per child will be charged if the student remains in our care after 6:00pm.

**Please sign below:** We have read the policies and fees associated with the use of the Extended Day Program and agree to be governed by them.

**Parent/Guardian**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price increase as of 2019/2020