

Family Registration – Extended Day Program
2022-2023 School Year

Parent(s) Names: _____

Please list all children at St. Gregory Catholic School who may attend the program this year:

STUDENT NAME	GRADE 2022-2023

The Extended Day Program at St. Gregory Catholic School is certified and approved by the Arizona Department of Health Services. The extended daycare director and principal oversee this program. We offer this program to assist working parents with the care of their children. This registration form must be completed and turned in for the use of aftercare services throughout the year. Students may not attend the extended daycare program until the registration form is completed and the Extended Day Program family registration fee has been paid. The registration fee is \$35 per family/child for the school year.

Each month, the family chooses the days they will use this service and prepays for those days. The calendar will be released on the 3rd Monday of the month prior to service (The month of December is usually earlier, look for communication from school). Parents must turn in the calendar AND the charges must be paid for before your child is guaranteed a spot. **Each day is capped at 26 children in order to stay in compliance with DES rules.**

The program operates from 3:00 pm-5:00 pm Monday –Thursday, and 1:00 pm-3:00 pm on Fridays.

Students are not allowed to leave without a parent signing the student out. We ask that parents continue to give their support to the teachers involved in the program.

Extended Day Program Charges

\$10 per child, per day – regardless of the amount of time in aftercare; includes a snack per child

Billing = PREPAY ONLY. Parents will pay per month to reserve spots for the students – spots *are not reserved until payment is made the month prior to service.* Payments can be sent in cash or check with the calendar or the school office will accept credit card payments with your calendar. Parents may email the school calendar to lquijada@stgphx.org & lzawadzki@stgphx.org and call the office to pay over the phone with a credit card to reserve your spot.

NO REFUNDS – Since you are confirming your child’s spot and other students may be denied a spot once the program is full, no refunds will be issued. The month will be planned out and employees will be scheduled.

One time family registration fee = \$35.00

Late fees – We realize that situations occur and emergencies happen, but we do need to be respectful of our employee’s time as well. Students who are picked up past 5:00 on Mondays – Thursdays and/or past 3:00 on Fridays will be charged a late fee. The fee will need to be paid in cash at time of pick up. The late fee is \$35.00 per child. After 3 incidences of late pickups for a family, aftercare will no longer be an option. Pick-up arrangements for normal dismissal hours will need to be made for the students and the family will no longer be allowed to use the aftercare program.

Extended Day is not open on days when school is closed or on the Friday of a holiday weekend when there is no school on Monday. When students are not picked up by dismissal on a “no aftercare day,” parents will be charged \$50.00/hour. Please see 2022-2023 School Calendar for exact dates of non-service.

Family information in RenWeb that was given at the time of school registration will be used for contact information. Please make sure your information is always current and up-to-date. Emergency contacts listed will be contacted when a parent cannot be reached.

Please initial the following statements:

_____ I understand the hours of operation are 3:00 – 5:00 Monday – Thursday and 1:00 – 3:00 Friday on days when aftercare is open.

_____ I understand this program is PRE-PAY only and NO refunds will be issued once I reserve spots for my child(ren).

_____ I agree to the charges in the Extended Day Program description listed above.

_____ I understand there is a late fee of \$35 per child if I pick up late. This fee is due in cash when I pick up my child(ren).

_____ I will be sure that my information in RenWeb is kept current and up-to-date so I may be reached in case of an emergency.

Parent Signature

Date