

**EXTENDED DAY PROGRAM**  
**Registration and Payment Policy – 2021-22**



Many of our school families have the need for a consistent, supervised, safe haven for their children before and/or after school. For this reason, the Cardinal Joseph Bernardin Catholic School provides an Extended Day Program (EDP) offered each school day in the St. Elizabeth Seton O'Mara Hall (lower level of St. Elizabeth Seton Church). Because we have so many families who require this service, we ask that EDP be used to assist with early-morning or after-school needs, and not just for "play dates."

Our Extended Day staff provides a safe haven, as well as supervised activities for your child/ren, under the direction of the Extended Day Director and the CJB Principal. There is a quiet Homework Room for students who wish to complete academic assignments before going home. While we cannot provide one-on-one tutoring, assistance is available if requested. An Arts & Crafts area is stocked with artistic supplies and holiday-specific items for children who prefer to focus on their creative talents after the school day! Importantly, there are special spaces for our younger students -- a Playroom for K-2<sup>nd</sup> graders and a separate Pre-K Room for 3- and 4-year old children. We have plenty of toys ... a wide assortment of board games ... and lots of fun outdoor activities when the weather cooperates.

During the year, EDP operates Monday through Friday on days school is in session. Doors open "before school" at 6:30am. (The Program does not operate during regular hours when classes are in session.) When full-day classes dismiss, EDP doors re-open until 6:00pm. Exceptions may include early-dismissal school days. In these instances, consult the school calendar for EDP hours.

An annual (per family) registration fee of \$75.00 is required to enroll your child/ren. Families must register for EDP each year. The proceeds from the fee are used to provide snacks and items used by the EDP. Fees are added MONTHLY to your FACTS Incidental Billing statement. A balance beyond 30 days will suspend the use of Extended Day. Costs are assessed according to the number of children in the family who use the Program as per the below.

- \$8.00 per hour for one child
- \$10.00 per hour for two or more children

Fees for "partial hours" will be pro-rated. Half the hourly fee will be assessed for the first half-hour or any portion thereof. The full hourly assessment will be charged for any time over thirty minutes. A late fee of \$1.00 per minute will be charged for any time after 6:00pm.

If you are having difficulty meeting the billing timeline, you must contact the Director of Extended Day. A family statement of payments will be provided at the end of each calendar year (for tax purposes).



## EXTENDED DAY PROGRAM

Registration – 2021-22

Family Surname: \_\_\_\_\_

Name of Child:	_____	Grade:	_____
Name of Child:	_____	Grade:	_____
Name of Child:	_____	Grade:	_____
Name of Child:	_____	Grade:	_____

Home address of Child/ren: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Name of MOTHER: \_\_\_\_\_  
Work Number: \_\_\_\_\_  
Cellular Number: \_\_\_\_\_

Name of FATHER: \_\_\_\_\_  
Work Number: \_\_\_\_\_  
Cellular Number: \_\_\_\_\_

Please list anyone you will allow to pick your child up from EDP (besides his/her parents):

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

Please list anyone who is NOT allowed to pick your child up from EDP:

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

In case of a medical emergency, we will call the Orland Hills paramedics.  
If you prefer alternative procedures, state them here:

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

Please remember to notify the School Office if you are making any changes to your routine attendance or pick-up procedure at the Extended Day Program.

**YOU WILL BE BILLED FOR THE REGISTRATION FEE ON YOUR FACTS ACCOUNT ONCE  
INVOICES ARE PREPARED IN THE SUMMER**

**EXTENDED DAY PROGRAM**  
**Emergency Contact Information -- 2021-22**



**FAMILY SURNAME** \_\_\_\_\_

IF WE CANNOT REACH YOU, PLEASE GIVE US TWO OTHER PEOPLE TO CONTACT.

Emergency Contact #1

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

Cellular Number: \_\_\_\_\_

Emergency Contact #2

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

Cellular Number: \_\_\_\_\_

Please list any allergies your child/ren might have, as well as any medications your child/ren may need to take during Extended Day:

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Please circle the days you plan on using Extended Day: *M T W Th F*

Will you be using Extended Day in the: *AM PM BOTH* (circle one)

Will you be using Extended Day: *REGULARLY OCCASIONALLY* (circle one)

Occasional users must inform the School Receptionist when the child is attending.

I understand that my child/ren must abide by the Cardinal Joseph Bernardin School policies while in the Extended Day Program.

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

Printed name of Parent/Guardian: \_\_\_\_\_