



## Extended Day Program 2021-2022 Academic Year

Dear Parents/Guardians and Students:

Welcome to the Extended Day Program at St. John the Evangelist Catholic School for the 2021-2022 academic school year. **St. John the Evangelist Catholic School Morning Program will NOT be available at this time, we are diligently working to create a team to accommodate your family's needs. The AFTERNOON Program will START Thursday, August 26th, 2021 from 3:20pm – 6:00pm.**

As an extension of our Catholic School our Afternoon Care Extended Day Programs adhere to our school's following mission statement. *"Saint John the Evangelist Catholic School provides a Christ-centered atmosphere that recognizes the God-given gifts inherent within each child on the journey toward spiritual and academic excellence."*

We recognize that each child is created by God and is unique in his/her gifts and talents. We offer an environment where children are nurtured and learn how to develop social skills, compassion, and values. This is accompanied in the manner that Jesus taught us – to treat others as we want to be treated – with love, kindness and respect. We provide a safe and caring environment in our Program for those students who arrive in the mornings and to those students that come from the classrooms to the Extended Day Program in the afternoons.

Below you will find information about the Program which is available only to St. John the Evangelist School students in grades K-8:

**The Program:** The Afternoon Program begins with snack (**which is provided by the Program**) in Trinity Hall or outside in the Pavilion. Outdoor play follows when the weather permits, indoor games and exercises occur when weather does not permit outdoor play. Students are instructed to complete homework from 4:15pm – (at least) 4:45pm during Extended Day. Once homework is completed crafts, board games, individual play, and computer time are available.

\*Students are encouraged to bring a change of Shoes for the Afternoon Program when they are wearing school dress shoes for the day. On days the Program remains in Trinity Hall to play, students whose shoes are not labeled as non-marking or skid resistant will have to refrain from play in the gym and will be encouraged to engage in activities that will NOT result in scuff marks on the gym floor.

\*Students are permitted to bring an appropriate change of clothes to change into for the afterschool program (please reference Dress Down Day Guidelines for questions concerning clothing that is permitted).

**Our Hours of Operation:** Our Afternoon hours; Monday-Friday 3:20pm until 6:00pm after school. **Any students not picked up by 3:20pm must go to Extended Day** and will be billed for the time spent in the Program.

**Extended Day Afternoon Program Pricing Per Child:** The fees for the 2021-2022 School year will be \$9.50 per hour for the first child and \$8.50 per hour for any additional child in the same family. If students are picked up after 6:00pm the cost will be \$2.50 for each additional 5 minutes for each child. Payment will be made online through F.A.C.T.S. and will be collected on the 25<sup>th</sup> of each month. A \$10.00 late fee will be applied to invoices not paid within 30 days. All invoices and billing matters will be handled by the Financial Director, Kathy Whetzel, [kwhetzel@sjesva.org](mailto:kwhetzel@sjesva.org) until August 20<sup>th</sup> 2021.

**DURING THE SCHOOL YEAR, THERE ARE 8 DAYS WHEN EXTENDED DAY AFTERNOON CARE WILL *NOT* BE OFFERED.**

- 1.) Wednesday, August 25<sup>th</sup>, 2021 (Half Day, First Day of School)
- 2.) Friday, September 3<sup>rd</sup>, 2021 (Friday prior to Labor Day)
- 3.) Friday, September 10<sup>th</sup>, 2021 (Welcome back to School Picnic)
- 4.) Friday, October 8<sup>th</sup>, 2021 ( Parish Oktober Fest )
- 5.) Tuesday, November 23<sup>rd</sup>, 2021 (Start of Thanksgiving Holiday)
- 6.) Friday, December 17<sup>th</sup>, 2021 (Start of Christmas Break)
- 7.) Thursday, April 14<sup>th</sup>, 2022 (Start of Easter Break)
- 8.) Tuesday, June 7<sup>th</sup>, 2022 (Last Day of School)

Exceptions to those days will be if school is closed for severe weather or other emergencies.

We ask that parents have arrangements for immediate pick up of their child, should the need arise. That person must be listed on the Family Information Data Sheet Form on file.

Every student is required to have the **St. John the Evangelist School Extended Day Program Family Information Data Sheet** submitted annually to the Extended Day Program at the beginning of the school year, whether or not families intend to use the Program. This form is to be returned to school on the first day of school via your child's book bag or dropped off in the school main office. We need to make sure that we can reach you in case of an emergency and that we know who is authorized to pick up your child. We also want to know if your child has any allergies or other conditions that we should be aware of.

**Half Days:** There are several half days throughout the school year in which the Extended Day Program will be offered from 11:50am – 6:00pm. On such day's parents are reminded to **send in a lunch with your child's name and the date on their lunch if you intend to have them attend Extended Day on those half days.** Snack will be provided as usual between 2:45pm – 3:15pm. The Staff is required to provide a forgotten lunch to any student who does not have a lunch and the family will be billed for that forgotten lunch.

**Our Check-Out Book:** **EACH CHILD MUST BE SIGNED OUT** by a parent, care-giver, or individual authorized per the **St. John the Evangelist School Extended Day Program Family Information Data Sheet (and a picture ID must be provided)** before leaving in the afternoon.

Please find below a copy of our required Family Information Data Sheet. Also, you will find a copy of our Public Disclosure Statement and the Diocese of Arlington Extended Day Personnel Job description for your review. Lastly, do not hesitate to contact me if you have any questions, comments, concerns or suggestions about our Program. Our Extended Day cell number is 571-334-1056, please contact us as well if you will be late or if other arrangements have been made for pick-up of your child(ren).

Sincerely,  
Jacqueline Smith  
St. John the Evangelist School  
Extended Day Director  
[extday@sjesva.org](mailto:extday@sjesva.org) or 571-334-1056

**St. John the Evangelist School Extended Day Program  
Family Information Data Sheet  
2021-2022**

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

Students Name (s)	Grade	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Father**

**Mother**

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Phone \_\_\_\_\_

\_\_\_\_\_

Cell Phone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

Please Indicate:  before school care  
 \_\_\_\_\_ Usual drop off time  
 Daily use of the program

after school care  
 \_\_\_\_\_ usual pick-up time  
 occasional program use

Other than parents, please provide names of people authorized to pick up child/ren:

Name	Relationship	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your child/ren will NOT be released to anyone whose name is not on this form. Any exceptions must be cleared with the school office DURING SCHOOL HOURS.

Please list any allergies or other medical conditions that we should be aware of.

Child's Name

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Allergy or Condition

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