



Extended Day Program 2024-2025 Academic Year

Dear Parents/Guardians and Students:

Welcome to the Extended Day Program at St. John the Evangelist Catholic School for the 2024-2025 academic school year. **St. John the Evangelist Catholic School Morning Program will be available Wednesday, August 21st, from 7:00am-7:45am. The AFTERNOON Program will START Thursday, August 22nd, 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: Before school, the children stay with their classmates in Trinity Hall (and occasionally go outside) where they can talk, read, or play games. Some of the children enjoy playing basketball, soccer, or badminton before school. 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 Morning hours; Monday-Friday 7:00am until 7:45am. **Please be aware, if you drop your child off in front of the school building any time before 7:30am, your child will be signed into Morning Care and charges will be incurred.** 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 Policies: For the 2024 – 2025 school year, families will have à la carte options for Extended Day. We ask that all families fill out the attached front and back form, and return it to the respective school, so that the billing office can appropriately assign plans for the sessions indicated.

Parents are expected to pay their Extended Day fees with tuition through the FACTS tuition management system.

Extended Day staff will not collect fees.

Billing is done in advance, and any overages are billed the week after they occur.

*Students attending school, for less than the full year. Contact the finance office for rates.

Packets are non-transferable and non-refundable. Unused time will not be refunded. Each packet is valid for ten uses **throughout the year**. For example, you can purchase a two-hour packet and use it for ten two-hour sessions or use it for twenty, 1-hour sessions. Please inform the Extended Day staff of how you plan to use your packet.

REGISTRATION: Please indicate session(s) child/ren will attend:

EXTENDED DAY:

7:00AM – 7:45AM and 3:20PM to 6PM for K-8th

K-8TH EXTENDED DAY RATES:

Extended Day: K-8 th Grade	Schedule	1 Child	2 Children	3 Children
½ hour packet (ten uses)	Billed through FACTS monthly	\$70	\$140	\$210
1 hour (ten uses)	Billed through FACTS monthly	\$130	\$260	\$390
1 ½ hours (ten uses)	Billed through FACTS monthly	\$200	\$400	\$600
2 hours (ten uses)	Billed through FACTS one-time payment	\$260	\$520	\$780
2 ½ hours (ten uses)	Billed through FACTS- as needed	\$330	\$660	\$990

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

1. Wednesday, August 21, 2024 (First day of school, 11:30 dismissal)
2. Friday, August 30, 2024 (Friday before Labor Day, 11:30 dismissal)
3. Friday, September 20, 2024 (PTO Welcome Back to School Picnic, regular dismissal)
4. Tuesday, November 26, 2024 (Tuesday before Thanksgiving, 11:30 dismissal)
5. Friday, December 20, 2024 (Friday before Christmas, 11:30 dismissal)
6. April 17, 2025 (Holy Thursday, 11:30 dismissal)
7. May 23, 2025 (Friday before Memorial Day, 11:30 dismissal)
8. June 10, 2025 (Last day of school, 11:30 dismissal)

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

We ask that parents make 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 Registration and Emergency Form** submitted annually to the Extended Day Program at the beginning of the school year, whether families intend to use the Program or **NOT**. 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, caregiver, 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. Lastly, do not hesitate to contact me if you have any questions, concerns, or suggestions about our Program. 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 or 571-334-1056

Note: All families must complete this form.
 St. John the Evangelist School — Extended Day Program
 Registration and Emergency Form, 2024 - 2025 School Year
 Start Date: _____, 2024

Family Name _____

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

Father	Mother
Name _____	_____
Address _____	_____
_____	_____
Work Phone _____	_____
Cell Phone _____	_____
Email _____	_____

Please Indicate:

Do **NOT** plan on using Extended Day Program

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

Name	Relationship	Telephone
_____	_____	_____
_____	_____	_____

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 on the back of this form**

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

Child's Name

Allergy or Condition
