



## Extended Day Program 2023-2024 Academic Year

Dear Parents/Guardians and Students:

Welcome to the Extended Day Program at St. John the Evangelist Catholic School for the 2023-2024 academic school year. **St. John the Evangelist Catholic School Morning Program will be available Wednesday, August 23rd, 2023, from 7:00am-7:45am. The AFTERNOON Program will START Thursday, August 24th, 2023, 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 Morning and Afternoon Program Pricing:**

For the 2023 – 2024 school year, families will have three plan 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. If signing up for yearly contracts- payments are made over 10 months.

1. Yearly- the option of signing up for an automatic, budgeted monthly amount for Extended Day, based on a set number of hours.
2. Eagle Pass- a pass per child, that is good for 10 uses of Extended Day. This is good for the entire school year and can be purchased multiple times. It is not transferable to siblings or other students. This pass is valid for 1 school year only.

A Drop-in Fee- for those one or two times that families need Extended Day, and they don't regularly use Extended Day. Drop-in is available for parents at \$40.00 per day, with a family maximum of \$70, after the first child. Drop-in usage will be billed through FACTS tuition management system. **Extended Day staff will not collect fees.** Drop-in attendance will result in a full charge for each session separately. Extended day services may be used without notice in the event of emergencies; they will be charged at the Drop-in rate.

If you happen to exceed your maximum weekly amount, you will be charged \$12 per additional hour, with no proration.

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

#### EXTENDED DAY:

7:00AM – 7:45AM and 3:15PM to 6PM for K-8<sup>th</sup>

**YEARLY CONTRACTS ARE ONLY AVAILABLE UNTIL October 6<sup>th</sup>, 2023.**

A discounted rate schedule is shown below for more than one child.

#### K-8<sup>TH</sup> EXTENDED DAY RATES:

Extended Day: K-8 <sup>th</sup> Grade	Schedule	1 Child	2 Children	3 Children
Maximum 3 Weekly hours	Billed through FACTS monthly	\$129.60	\$226.80	\$356.40
Maximum 9 Weekly hours	Billed through FACTS monthly	\$388.80	\$680.40	\$1,069.20
Maximum 15 Weekly hours	Billed through FACTS monthly	\$648.00	\$1,134.00	\$1,782.00
Eagle Package: 10 days/uses to be used throughout the year.	Billed through FACTS one-time payment	\$500	\$750	\$900
Drop in: with a family cap of \$70	Billed through FACTS - as needed	\$40	\$70	\$70

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

- 1.) Wednesday, August 23rd, 2023 (11:30 dismissal, First Day of School)
- 2.) Friday, September 1st, 2023 (Friday prior to Labor Day)
- 3.) Friday, September 15<sup>th</sup> (Welcome back to School Picnic)
- 4.) Tuesday, November 21<sup>st</sup>, 2023 (Start of Thanksgiving Holiday)
- 5.) Wednesday, December 20<sup>th</sup>, 2023 (Start of Christmas Break)
- 6.) Thursday, March 28<sup>th</sup>, 2024 (Start of Easter Break)
- 7.) Friday, May 24<sup>th</sup>, 2024 (Start of Memorial weekend break)
- 8.) Thursday, June 13<sup>th</sup>, 2024 (Last Day of School)

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 Family Information Data Sheet** 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](mailto:extday@sjesva.org) or 571-334-1056

**St. John the Evangelist School Extended Day Program  
Family Information Data Sheet  
2023-2024**

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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Maximum 3 Weekly hours	Billed through FACTS monthly	\$129.60	\$226.80	\$356.40
Maximum 9 Weekly hours	Billed through FACTS monthly	\$388.80	\$680.40	\$1,069.20
Maximum 15 Weekly hours	Billed through FACTS monthly	\$648.00	\$134.00	\$1,782.00
Eagle Package- 10 days/uses to be used throughout the year.	Billed through FACTS one-time payment	\$500	\$750	\$900
Drop in- with a family cap of \$70	Billed through FACTS- as needed	\$40	\$70	\$70

**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

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