



Extended Day Program 2025-2026 Academic Year

Dear Parents/Guardians:

Welcome to the Extended Day Program at St. John the Evangelist Catholic School for the 2025–2026 school year!

We are pleased to offer both **Morning** and **Afternoon** Extended Day services:

- **Morning Program** begins **Wednesday, August 20th**, and will run from **7:00 AM to 7:45 AM**.
- **Afternoon Program** begins **Thursday, August 21st**, and will run from **3:20 PM to 5:30 PM**.

Please note our updated closing time: the **Afternoon Program** now ends at **5:30 PM** to align closer with the preschool schedule. We kindly ask families to plan accordingly.

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:

Morning Program:

Before school, children gather with their classmates in Trinity Hall, and occasionally outdoors, where they are free to talk, read, or play games. Many students enjoy playing basketball, soccer, or badminton before school day begins.

Afternoon Program:

The Afternoon Program begins with a provided snack in either Trinity Hall or outside in the

Pavilion, weather permitting. Outdoor play follows when the weather allows; on days when it does not, students participate in indoor games and physical activities. From **4:15 PM to at least 4:45 PM**, students are expected to work on homework. After homework time, children may choose from a variety of activities, including crafts, board games, individual play, or computer time.

Important Notes:

- **Footwear:** Students are encouraged to bring a change of shoes for the Afternoon Program, especially if they are wearing school dress shoes during the day. When the program takes place in Trinity Hall, students **must wear non-marking, skid-resistant shoes** to participate in gym play. Those without appropriate footwear will be encouraged to take part in alternative, non-impact activities to preserve the gym floor.
- **Clothing:** Students are permitted to bring a change of clothes for the Afternoon Program. Please refer to the **Dress Down Day Guidelines** for clarification on what types of clothing are permitted

Hours of Operation

Morning Program:

Monday–Friday | **7:00 AM – 7:45 AM**

Please note: If your child is dropped off in front of the school **before 7:30 AM**, they will be signed into Morning Care and you will be billed accordingly.

Afternoon Program:

Monday–Friday | **3:20 PM – 5:30 PM** (*please note the new closing time*)

Any student not picked up by **3:20 PM** will be signed into the Extended Day Program and families will be charged for the time spent in the program.

Extended Day Policies – 2025–2026 School Year

Payment Information

- Extended Day fees must be paid **through the FACTS Tuition Management System**, alongside regular tuition payments.
- **Extended Day staff will not handle any payments.**
- There is a late pick-up fee of \$15 per child for every 15 minutes (\$1 per minute) for students picked up after closing at 5:30 PM.
- **Special Enrollment Circumstances**
 - If a student is attending school for less than the full academic year, please contact the **Finance Office** directly for appropriate rates.

Packet Information

- Packets are **non-transferable** and **non-refundable**.
- **Unused time will not be refunded.**
- Each packet is valid for **ten uses** during the school year. For example:

- A **2-hour packet** can be used for ten 2-hour sessions
 - Or split into **twenty 1-hour sessions**
- Please notify the Extended Day Director of how you plan to use your packet so they can record it accurately.
- Extra time beyond your package or any drop-in fees will be billed the following month.
- Packets are useful for our half-day schedule, when afternoon care is provided after the 11:30 AM dismissal. Sign-in begins at 11:45 AM, and afternoon care ends at 5:30 PM.

K-8TH EXTENDED DAY RATES:

Drop-in fee of \$14 per child

Extended Day: K-8 th Grade	Schedule	1 Child	2 Children	3 Children
½ hour packet <input type="checkbox"/> 10 uses 15 minutes <input type="checkbox"/> 20 uses	Billed <input type="checkbox"/> monthly or <input type="checkbox"/> as needed	\$70	\$140	\$210
1 hour <input type="checkbox"/> 10 uses ½ hour <input type="checkbox"/> 20 uses	Billed <input type="checkbox"/> monthly or <input type="checkbox"/> as needed	\$130	\$260	\$390
1 ½ hours <input type="checkbox"/> 10 uses 45 minutes <input type="checkbox"/> 20 uses	Billed <input type="checkbox"/> monthly or <input type="checkbox"/> as needed	\$200	\$400	\$600
2 hours <input type="checkbox"/> 10 uses 1 hour <input type="checkbox"/> 20 uses	Billed <input type="checkbox"/> monthly or <input type="checkbox"/> as needed	\$260	\$520	\$780

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

1. Wednesday, August 20, 2025 (First day of school, 11:30 dismissal)
2. Friday, August 29, 2025 (Friday before Labor Day, 11:30 dismissal)
3. Date TBD (PTO Welcome Back to School Picnic, regular dismissal)
4. Tuesday, November 25, 2025 (Tuesday before Thanksgiving, 11:30 dismissal)
5. Friday, December 19, 2025 (Friday before Christmas, 11:30 dismissal)
6. April 2, 2026 (Holy Thursday, 11:30 dismissal)
7. May 22, 2026 (Friday before Memorial Day, 11:30 dismissal)
8. June 10, 2026 (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 plan 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 11:45am – 5:30pm. 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 are 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, 2025 - 2026 School Year Start Date:

Family Name _____

Students Name (s)

Grade

Age

Father

Mother

Name _____

Address _____

Work Phone _____

Cell Phone _____

Email _____

Please Indicate:

Plan on using the program- SJES Staff member ☐

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

Drop in Fee-\$14 an hour per child

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	½ hour <input type="checkbox"/> 10 uses	Billed <input type="checkbox"/> monthly or <input type="checkbox"/> as needed	\$70	\$140	\$210
	15 minutes <input type="checkbox"/> 20 uses				
	1 hour <input type="checkbox"/> 10 uses	Billed <input type="checkbox"/> monthly or <input type="checkbox"/> as needed	\$130	\$260	\$390
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	45 minutes <input type="checkbox"/> 20 uses				
	2 hours <input type="checkbox"/> 10 uses	Billed <input type="checkbox"/> monthly or <input type="checkbox"/> as needed	\$260	\$520	\$780
	1 hour <input type="checkbox"/> 20 uses				

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
