

(revised 7/1/21)

ST. BENEDICT SCHOOL
EXTENDED DAY PROGRAM

ALL **BEFORE AND AFTER CARE** FORMS WILL BE AVAILABLE ON THE SBS WEBSITE. THEY SHOULD BE PRINTED OUT, COMPLETED AND SUBMITTED ALONG WITH PAYMENT.

BEFORE AND AFTER CARE is available for use on a **MONTHLY** (consistent) basis which is pre paid and scheduled each month. It is also available on a **DAILY** (as needed) basis which requires a note for each day you wish to send your child(ren). Daily use fees are totaled and billed after the end of each month. **PLEASE NOTE, due to the changes in COVID cases and restrictions, BEFORE AND AFTER CARE MUST BE PRESCHEDULED. For the time being, there will be NO UNSCHEDULED DROP OFFS PERMITTED. As situations change, we will re-evaluate the flexibility of the Extended Day Program.**

For **MONTHLY USE** please submit a Registration Form, Monthly Schedule Form, or the Automatic Scheduling Form if you will be using BEFORE OR AFTER CARE each month. The forms are available on our website. Remember to attach payments.

REGISTRATION FORM: If you plan to use either BEFORE OR AFTER CARE at all during the school year, we must have a current registration form on file. It contains your after school contact and emergency information. Submit this form along with the Family Registration Fee no later than **August 16, 2021** if you plan to use BEFORE OR AFTER CARE in September. If you plan to use BEFORE OR AFTER CARE at some point during the school year, we need the Registration Form BEFORE the first day you send your child. Please note that an EMAIL ADDRESS is REQUIRED on the form.

MONTHLY SCHEDULE FORM: Monthly Schedules are discounted and **pre-paid**. They are set up for the same days @ week for a month at a time. Your schedule can be changed from month to month. The actual *dates covered* by each monthly schedule is noted on the top of the Monthly Schedule Request Form. Complete this form if you plan to use BEFORE OR AFTER CARE on a regular basis.

AUTOMATIC SCHEDULING FORM: If you plan to use BEFORE OR AFTER CARE for the same schedule every month you can complete and submit this form. With this on file we will schedule your children each month and just send you a billing statement. You would not need to complete a monthly schedule form each month. You may adjust the schedule by sending in a note or an email with your payment by the due date.

EDP LUNCH ORDER : If your child will be attending AFTER CARE on a 12:15 dismissal day, check your lunch account on line to see options.

For **DAILY USE:** If you plan to send your child to either BEFORE OR AFTER CARE only occasionally, please complete and return a Registration Form and payment only. On the day you would like to have your child sent to AFTER CARE, send a note to his/her teacher asking that he/she be sent to AFTER CARE. For BEFORE CARE, JUST USE OUR MORNING DROP OFF PROCEDURE as is posted on the School Website.

You will pay the daily rate and will be billed after the end of the month. **Payment is due upon receipt of the bill.**

LATE FEES: A late fee charge of \$5 per day, per child will be applied when parents arrive later than the scheduled time. We understand work schedules can impose demands beyond your control. It needs to be noted that a paid EDP staff is here to supervise your child/children in a secure location. When children are not picked up at their scheduled time, EDP staff is asked to stay longer when needed.

Over the summer, you can mail completed forms to St Benedict School Attention: **BEFORE/AFTER CARE**, or, you can drop them off at the School Office, M - F between 9-2 or at the Parish Office, M - F between 10-4.

If you have any questions, please contact me.

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