

Extended Day Program Parent Handbook

The Extended Day Program serves St. Bridget School Students in Grades Pre-K through 8. It extends the excellence of each child's school experience into before and aftercare.

The Extended Day Program operates only when school is in session. It does not meet during vacations or if school is cancelled. The extended hours are 7:00 AM to 8:30 AM and 3:20 PM to 5:30 PM for all regular school days, including early dismissal days. Please refer to the Rules and Regulations page for special pickup times before Holidays. When school is delayed until 10:50 AM (2 hour delay) due to inclement weather, the program is delayed until 9:00 AM. If school is dismissed early at 1:05pm due to inclement weather, the program will remain open until 2:05 PM, one hour after school is dismissed.

Participation in the Extended Day Program is flexible, with choices for a variety of combinations of morning and afternoon times, early dismissal days, and on an as needed basis. To participate in the Extended Day Program, children must be registered in advanced. Payments are due on the first of the month for the following month.

All payments are non-refundable and credits cannot be given for missed days. Enrolling your child(ren) for the Extended Day Program reserves the time, space, staff, and provisions for your child whether or not he/she attends.

Student Name(s)

Parent Signature

Date

Extended Day Program Rules and Regulations

Our Extended Day Program is available for all students beginning at 7:00 AM, and after school until 5:30 PM. You can download the registration form and rates from the St. Bridget School website under Extended Day, under the Parent Tab. Please keep the registration form updated, as it is important that whenever there is a change in information previously reported, you notify the school office as well as Extended Day personnel so our records will remain up-to-date and fees can be adjusted accordingly. Also, please be sure to include Extended Day in the notes to the teacher indicating a dismissal change so we are notified of the change as well.

Extended Day is located in the school. Various activities include daily arts and crafts, games, and indoor and outdoor play (weather permitting), using school facilities including the art, music, and computer rooms, dining hall, gym, and library. Homework time is set aside for Grades One through Eight (Monday-Thursday).

If your child has any allergies, Extended Day needs to have their own set of medicine(s) in case of an Emergency.

General Rules of Behavior and Recess (Playground) Rules for all students are outlined in the Parent/Student Handbook. The Conduct Referral Form also applies to the Extended Day students. The Extended Day staff member will fill it out and give it to the parents upon pick-up.

Please note on Wednesday, November 24th, Thursday, December 23rd and Friday, April 8th Extended Day will be closing at 4:30 PM for the Thanksgiving, Christmas and Easter breaks.

When school is delayed (ex. 2 hrs.), the start of Extended Day is also delayed (ex. 2 hrs.), therefore, the start of Extended Day would then be 9:00 AM. If school is dismissed early at 1:05 PM due to inclement weather, Extended Day will remain open until 2:05 PM (one hour after school is dismissed).

Extended Day monthly payment plan fees are due 1 month in advance for 9 months beginning August 2021. The second payment is due September 16, 2021 and then on the 1st of each consecutive month after that. Extended Day rates can be found on the School Website.

There is a sign-in sheet in the morning and a sign-out sheet in the afternoon. Only people listed on the Extended Day registration form can sign out your child/children. They must be at least 18 years of age. Please make your best effort to be on time. There is a \$5.00 late fee for every 15 minutes that you are late for each child.

The success of the Extended Day Program is our goal. We want this program to work for you and your child/children and look forward to another great year!

Thank you,

Mrs. Lauren Croweak

Office Manager

St. Bridget School
Extended Day Program

Serving St. Bridget School students in Grades Pre K through 8
School Age Registration Form 20__ & 20__

Child's Name _____
Last First Middle

Address _____
Street Town Zip

Telephone _____ Emergency Phone _____

Age _____ Birth Date _____ Grade _____

Student Lives With _____ both parents _____ Mother _____ Father _____ other

Father _____
Last First Middle

Father's Occupation _____ Work/Cell Phone _____

Mother _____
Last First Maiden Name

Mother's Occupation _____ Work/Cell Phone _____

Please list the individuals who may pick up your child from the Extended Day Program

Name _____ Relationship to child _____
Address _____ Phone _____

Name _____ Relationship to child _____
Address _____ Phone _____

Name _____ Relationship to child _____
Address _____ Phone _____

(over)

Please list the individuals we may contact in case of an emergency if we are unable to contact you at home or work:

Name _____ Contact Info _____
Address _____

Name _____ Contact Info _____
Address _____

Please list any medical issues or allergies that your child has:

Child's Physician _____ Contact Info _____

School Age Extended Day Usage

Please check the days and times you expect to utilize the Extended Day program on a monthly basis for the school year. This will help determine your Monthly Plan rate.

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00-8:30					
7:30-8:30					
3:30-4:30					
3:30-5:00					
3:30-5:30					

_____ I will use Extended Day on an As Needed Daily Basis

_____ I will use Extended Day on Early Dismissal Days only.

I agree to abide by all the rules and regulations of the St. Bridget School Extended Day program. I understand that Extended Day fees are collected separately from my tuition payments, and I am responsible for paying the fees on a monthly basis due one month in advance.

Parent Signature: _____

Date: _____

St. Bridget School Extended Day Program Rates
 203-272-5860
 office@stbridgetschool.org

Payments are due monthly, one month in advance, for 9 months beginning in August.

	Grades 1-8	Grades K – PreK
AM Hours	7:00 – 8:30	7:00 – 8:30
PM Hours	3:20 – 5:30	3:00 – 5:30
Early Dismissal Hours	1:20 – 5:30	1:00 – 5:30

Individuals who may need extended care for an emergency may call or email the office before 1:00 PM, the rate for this a \$15 per hour for Pre K students and \$12 per hour for K-8 students. This includes all students not regularly scheduled for that day.

Early Dismissal Days are included in the monthly rates for students enrolled in the monthly payment program if it is their regularly scheduled day. However, any student not regularly scheduled for the early dismissal day that needs extended day care will be charged a fee of \$40.

Late Pick up Fee: \$5.00 per child for each 15 minutes after the schedule pick up time.

Monthly Rates	Grades K-8	Additional Child K-8	Grades PreK	Additional Child PreK
5 Days AM 1 hour 7:30 drop off	\$122	\$112	\$175	\$165
5 Days AM/PM 1 1/2 Hour 7AM or 5PM	\$184	\$168	\$263	\$248
5 Days PM 2 hours 5:30 pick up	\$245	\$224	\$350	\$330
4 Days AM 1 hour 7:30 drop off	\$106	\$98	\$148	\$140
4 Days AM/PM 1 1/2 Hour 7AM or 5PM	\$159	\$147	\$222	\$210
4 Days PM 5:30 pick up	\$212	\$196	\$296	\$280
3 Days AM 7:30 drop off	\$86	\$80	\$118	\$112
3 Days AM/PM 1 1/2 Hour 7AM or 5PM	\$129	\$120	\$177	\$168
3 Days PM 5:30 pick up	\$171	\$159	\$236	\$224
2 Days AM 7:30 drop off	\$61	\$57	\$83	\$79
2 Days AM/PM 1 1/2 Hour 7AM or 5PM	\$92	\$86	\$125	\$119
2 Days PM 5:30 pick up	\$122	\$114	\$166	\$158
1 Day AM 7:30 drop off	\$33	\$31	\$45	\$43
1 Day AM/PM 1 1/2 Hour 7AM or 5PM	\$49	\$46	\$68	\$65
1 Day PM 5:30 pick up	\$65	\$61	\$90	\$86