

SAINT JAMES SCHOOL EXTENDED DAY PROGRAM

Grades Preschool to 8

The Extended Day Program (EDP) has been established to serve the busy families of Saint James School. This program provides care, supervision, recreation, and enrichment activities.

Preschool Students: 7:30 a.m. to 8:30 a.m. each day
1:45 p.m. to 5:30 p.m. each full school day
11:30 p.m. to 5:30 p.m. each scheduled early dismissal day

K to 8 Students: 2:30 p.m. to 5:30 p.m. each full school day
12:15 p.m. to 5:30 p.m. each scheduled early dismissal day

Our program is planned and organized to provide varied activities, which include arts and crafts projects, games, recreation, quiet time, and snack time. Outside activities are also planned. A time is set aside for homework assignments with some resource materials available.

The EDP program is staffed by employees of Saint James School. Our staff ensures that our children experience an atmosphere wherein respect and understanding for all is realized.

Registration and Fees

An annual registration form must be submitted with:

A non-refundable family registration fee of \$30.00

Fees – please see schedule below

A completed and notarized medical form (see attached) per child

In the event that Saint James School is not in session due to an emergency closing, such as a snow day, you will not receive credit for that day. If a mid-day cancellation occurs, the staff will call you at the number you have listed on your registration form. When school is NOT in session, the EDP program is NOT in session.

Scheduling and Fee Payments

Please carefully consider your option for enrolling your child for EDP on a part-time basis or full-time basis. If you enroll your child part-time, you will pay \$11.00 per hour for the total number of hours your child attends EDP each month.

All payments for full-time children must be paid by the end of the month preceding the month being paid. For example, the September payment is due end of August. If a child is absent from EDP on a scheduled day, no refund or credit will be given. If a child is sent home from school early during school hours, please be sure to notify the Business Office. Please make your check payable to St. James School and return it to the school office to the attention of Teresa Portela, Finance Director.

MONTHLY PAYMENT SCHEDULE

	Monthly Amount Due:
1 Child	\$350
2 Children	\$650
3 Children	\$885

Payments are made for September through May (9 monthly payments) which covers your child attending full-time EDP beginning the first day of school to the last day of school.

PART TIME PAYMENTS SCHEDULE

First child	\$11/hour
Second child	\$10/hour
Third child	\$9/hour

Late Pick-up Fee: 5:30 p.m. until 5:45 p.m. - \$10.00
 After 5:45 p.m., \$10.00 + \$1.00 per minute

Homework: Quiet times are available for the children to do homework.

Emergency and Child Safety: A signed Emergency Permission Form must be on file so that should an emergency occur your child can be treated without the presence of parents or designated adult. The form must be notarized as Riverview Medical Center will not give treatment without the notarized authorization. Teresa Portela is a Notary and is available to notarize your signature.

Parents or guardians must sign their child(ren) out each day. The child will not be released to anyone who has not been listed on the back of the registration form.

Illness or Accident: In cases that appear to be of a minor nature, the EDP staff will administer first aid. In the event of an accident, the EDP staff will notify the parent immediately and an accident report will be sent home. If the parent or authorized person cannot be reached, the Red Bank First Aid Squad will be notified and the child will be transported to Riverview Medical Center.

Children's Behavior: Any student enrolled in the EDP program is expected to follow the code of behavior in both the Parent and Student handbooks. All children are expected to respect the staff, each other, the materials and environment provided. In the event of an extreme or on going problem, the Principal will be consulted. If a student's behavior infringes on the rights and safety of others, the EDP staff will consult with the Principal and determine whether that child may remain in the program.

Snacks: Children should bring a snack every day. It is recommended that the parents send a snack from home and a lunch on early dismissal days. No gum, canned soda, or candy is allowed.

I hope that all of your questions are answered in this packet, but if not, please feel free to contact me either via email at tportela@mysaintjames.com or call 732-741-3363.

Sincerely yours,
Teresa Portela