



St. Joan of Arc School Extended Care Program Information

St. Joan of Arc School provides families with supervised extended care programs during the school year. Program hours are subject to change if school hours change

The Before School Program (B.S.P.) is in the school hall every day school is in session. Children may attend any time from 7:15 am until 8:15 am. At that time, the children are brought outside until the bell rings. If weather is unfavorable, the students will remain inside until the bell rings. If your child is in Pre-K or Kinder, please walk them into the school hall.

The After School Program (A.S.P.) runs every day with the exception of early dismissal. The program starts at dismissal until 5:00 pm. Students meet in the school cafeteria for attendance and snack. Weather permitting, the program will be held outside. In very cold or inclement weather, students will stay indoors. Homework Room is available Monday-Thursday until 4:00 pm. A.S.P. is also available to students participating in After School Enrichment Clubs. Upon arrival from the club, students must check in with the staff.

Registration: Registration is required every year for both programs. Families can register anytime during the school year. Application forms are available in the main office or can be downloaded from the Parent tab on the school website. Forms must be submitted in original form. No emails, faxes or scanned forms.

Program Fees: **B.S.P.:** \$3.00 flat fee per child per day. Prepay for the school year and save!

A.S.P.: \$5.00 per child per hour or \$2.50 per child per half hour increments. There is a half hour minimum charge.

A.S.P. Late Pickup Fee: \$5.00 per every 5 minutes per child. After 15 minutes, your emergency contact person will be called and will be asked to pick up your child/children. In the event of an emergency, parents are asked to call the program's cell phone 530-5810.

Billing/Payment: Invoices will be sent home at the beginning of each month. Payment is due 10 days after billing date. Preferred payment is check or money order. Check payments should be sent to school monthly with child to give to his/her homeroom teacher. Daily billing and payment is not available. Extended Care staff cannot accept

any payments. If paying by cash, parent must pay in person in the main office and a receipt will be provided. **Cash payments will not be accepted from students.** If using both programs, please make out separate checks payable to SJA School. In the memo section indicate Before School or After School Program.

Arrears: If your account is 15 days in arrears, participation in the programs is terminated until the accounts are paid. If student stays on an unauthorized day, the emergency contact will be contacted for pickup. If the contact cannot be reached, parents must pick up child/children from the Principal's Office. Families will be billed for that time.

A.S.P. Snack/Change of Clothes: A free snack is provided to students by the Sodexo food program. If your child prefers to bring a snack, please pack an easy to eat snack and a non- carbonated drink from home. Soda is not allowed. Children may bring a change of clothes.

A.S.P. Homework Room: Homework room is available Monday-Thursday until 4:00 pm. If you wish for your child/children to use the Homework room, please indicate on your registration form.

A.S.P. Phone: A.S.P. families can reach staff during the hours of 2:38 pm-5:00 pm at 530-5810.

A.S.P. Pick Up Procedures: All students must be signed out by parent or designated person. Picture ID is required for pickup. After 3:00 pm, please use the Cafeteria door located in the Trilby Street school yard for student pickup. A doorbell is located on the upper left hand side of the door. This entrance is monitored by the school security system.