

**Seton Regional Catholic School  
And  
Mother Seton Preschool  
E.D.C.**

**E**xtended

**D**ay

**C**are

Providing safe, fun, and engaging before and after school care for the children of Seton Regional Catholic School and Mother Seton Preschool.

# PROGRAM INFORMATION

## EARLY ARRIVAL:

- 6:30 AM to 7:15 AM
- Light breakfast provided.
- Children may play board games, puzzles, card games, read, do homework, or talk quietly with friends.

### Preschool

- Parents bring students into building through preschool door and sign-in children at Pre-school classroom, #308C.

### Elementary (K through 8)

- Parents bring students into building through Science-Wing door and sign-in children at cafeteria.

## AFTER SCHOOL CARE:

- Snacks provided for all students.
- A monthly schedule is sent home with information about weekly themes and daily activities.
- Children participating in after-school enrichment activities go directly to Aftercare at the end of their activity. Children are supervised at all times. Parents do not need to notify the E.D.C. Coordinator; this information is communicated directly to the staff.

### Preschool

- Students stay in Mrs. Raker's classroom (308C) for indoor and outdoor play, crafts, and activities.
- Supervision ratio is 10:1, with a minimum of two adult caregivers present at all times.
- Pre-school parents enter the building at the secured door in the preschool wing to sign-out children.

### **Elementary (K through 8)**

- Students go directly to the school gym at 3:00 PM.
- Elementary students are placed into groups by age. Each group is assigned to a specific classroom in the building as their “Home Base.” Groups have time for indoor and outdoor play, snacks, homework, crafts, and activities. Other spaces on campus, such as the gym, cafeteria, picnic pavilion, garden, etc. are available to the students during Aftercare.
- Elementary parents enter the building at the front **office door** to sign-out children.

*Parents picking-up both elementary and preschool age children are asked to enter at the front office to sign-out.*

*If children are playing outside when parents arrive for pick up, parents are asked to still come inside for sign-out.*

### **Drop In (Preschool through 8)**

- Short notice—please call the school office to request that your child stay for Aftercare. We will do our best to accommodate your needs.
- Unscheduled—children not picked-up from school by 3:15 PM or within 5 minutes after the end of an after school class.

# FEE SCHEDULE FOR E.D.C. 2017-2018

**Registration fee is \$25 per child; due at time of registration.**

Payment is due at the beginning of each month. Payments can be made in person by check, debit card, or credit card; or added to your FACTS monthly account withdrawal.

## **EARLY ARRIVAL:**

- \$4.00 per morning, per child
- Fee applies to all children arriving before 7:15, except for students who have detention or other appointments with faculty.

## **AFTER SCHOOL CARE:**

### **Preschool and Elementary**

- \$4.00 per hour (or any portion thereof) per child.
- Charges begin during the hour the child arrives at Aftercare
  - Example 1: Zach stays for tutoring with his teacher and arrives at his Aftercare Home Base at 3:30 PM. His parents pick him up at 5 PM. The charge for this day is \$8.
  - Example 2: Zach goes to Chess Club and arrives at his Aftercare Home Base at 4 PM. His parents pick him up at 5 PM. The charge for this day is \$4.
  - The E.D.C. coordinator is notified of students' schedules and makes fee adjustments accordingly.
- Credits and debits will roll forward to the next month and adjusted accordingly.

### **Noon Dismissal (Elementary only)**

- \$16 flat fee

### **Late fees**

- After 6:00 PM                      \$2.00 per minute per child
- After 6:15 PM                      \$50.00 flat fee

### **Drop In**

- \$15.00 per child per day
- Paid on day of drop in care

# E.D.C. Registration 2017-2018

Please include registration fee of \$25 per child.

Child \_\_\_\_\_ Grade \_\_\_\_\_  
Child \_\_\_\_\_ Grade \_\_\_\_\_  
Child \_\_\_\_\_ Grade \_\_\_\_\_  
Child \_\_\_\_\_ Grade \_\_\_\_\_

**Early Arrival** (please circle which days)

Monday      Tuesday      Wednesday      Thursday      Friday

**Aftercare** (please circle which days)

Monday      Tuesday      Wednesday      Thursday      Friday

(It is the parents' responsibility to notify the E.D.C. coordinator as far in advance as possible of any changes to this schedule. Failure to do so may result in Drop-In Fee charges.)

**Billing Information** (*In case of divorce, please give both names and billing information.*)

Who is responsible for payment?

Name \_\_\_\_\_ Percentage? \_\_\_\_\_

How will you pay?      FACTS Check      Debit/Credit

Email address of FACTS account (If applicable) \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_ Percentage? \_\_\_\_\_

How will you pay?      FACTS Check      Debit/Credit

Email address of FACTS account (If applicable) \_\_\_\_\_

Signature \_\_\_\_\_

(This is not a binding contract; you may withdraw your child at any time.)

(over)

**Please share all phone numbers we can call in case of emergency, starting with parents.**

Name _____	Phone _____
Name _____	Phone _____
Name _____	Phone _____
Name _____	Phone _____
Name _____	Phone _____
Name _____	Phone _____

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**Please list all adults whom you authorize to pick-up your child. WE CHECK IDENTIFICATION!**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(We will only release your child to the individuals on this list. If you wish to add a name to the list, you must send it to the school in writing in advance.)

**Parents' Authorization**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date