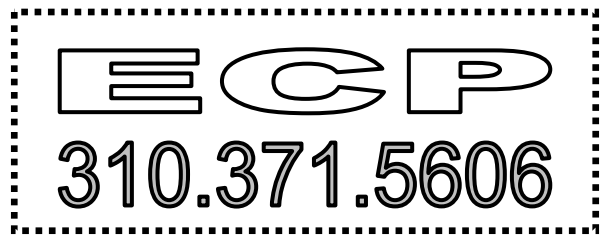


St. James School Extended Care Program
2017-2018



Dear Parents,

As we begin a new school year, we welcome you to take advantage of our Extended Care Program. ECP is provided for the children who attend St. James School. Extended care is available on all school days, including early dismissal days.

A.M. ECP (6:45 – 7:45 A.M.)

1 child	\$540/year or \$60/month
2 children	\$630/year or \$70/month
3 children	\$720/year or \$80/month

P.M. ECP (3:15 – 6:00 P.M.)

1 child	\$1350/year or \$150/month
2 children	\$1800/year or \$200/month
3 children	\$2160/year or \$240/month

Yearly fees are pro-rated on a nine-month basis.

The above fees are set for regular participants; no adjustments will be made if a student is absent or chooses not to participate on certain days. Nine payments are to be made by the 10th of each month, September – May, in the envelope provided.

If extended care is needed on a **drop-in basis** or on early dismissal days only, the cost is \$5.00 per hour or part of an hour, payable in the envelope provided when billed at the end of each month, including June.

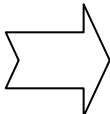
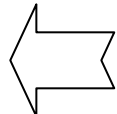
****PLEASE DO NOT INCLUDE ECP PAYMENTS IN THE SAME CHECK AS ANY OTHER PAYMENTS****

PROGRAM SCHEDULE

3:15	Attendance taken; students eat snacks brought from home
3:30 – 6:00	Supervised homework and play
6:00	ECP closes (late fees apply starting at 6:01 p.m. see below)

PARENT RESPONSIBILITIES

1. Pick up or have children picked up by 6:00 P.M. A **\$10 LATE FEE APPLIES FROM 6:00-6:10 P.M. AND \$1.00/minute thereafter until your child is picked up.** Time is according to the ECP clock.
2. On the attached ECP Agreement / Emergency Form, list four people whom you authorize to pick up your children. If there are any changes, please notify the director immediately. The authorized persons must sign-out the children being picked up.
3. Sign the attached ECP Agreement / Emergency Form and return it to the school office.
4. Pay fees by the 10th of each month, in the envelope provided.
5. It is preferred that you send an AFTER SCHOOL SNACK, IN A BAGGIE MARKED "ECP". For those children who do not have a snack, we will have snacks available for purchase at 50 cents each. These will be offered AFTER HOMEWORK.
6. An adult must sign your child out of ECP.

 *Please read the attached ECP Agreement / Emergency Form carefully, complete it, and return it to school tomorrow. An envelope for ECP payments will be provided through the Family Envelope. This same envelope will be returned to you each month and used for all ECP payments during this school year.* 

If you have any need to contact the Extended Care Office, please note the telephone number is **310 - 371 - 5606.**

We look forward to welcoming you and your children to our Extended Care Program.

Miss Martha Vera, Director

Sister Mary Margaret, Principal