

## EXTENDED CARE AUTHORIZATION

No, our family will not be using extended care during the 2024-2025 school year.

Yes, my child(ren), \_\_\_\_\_, will be using extended care this year.

We will use extended care (please check all that apply)

Daily: Morning and/or Afternoon

Regularly: Weekly and/or Monthly

Infrequently (will call as needed)

### \*\*\* Extended Care Information and Guidelines \*\*\*

- Extended care is available any day that school is in session before and after school. The hours of operation are from 6:00am to 8:00am and 2:45pm to 6:00pm. There is no afternoon extended care on days prior to a holiday (i.e. the Fridays before both Christmas break and spring break).
- Extended care is billed by the quarter hour. The fee is \$1.25 for each 15 minutes, equal to \$5 per hour. Milk is available at an additional cost. Additional fees are also added for late pick-up (\$5 for every 10 minutes after 6:00pm).
- Early Dismissal days are very busy. Because of the high volume of students, parents need to sign up for extended care, even if extended care is regularly used on these days. The deadline to sign up is the day before an Early Dismissal day. A sign-up sheet is available weeks in advance in the extended care room.
- As a user of extended care, you will be billed weekly for time used. Balances are expected to be paid in a timely fashion. **If your balance exceeds \$100, your child may not be allowed to use these services.**
- If any of your contact information changes, please inform St. Paul's as soon as possible.
- For your child's safety, only people listed on your family's Emergency Contact and Release form will be allowed to pick up your child from extended care. Any authorized person other than a parent may be asked to show identification. If a person has not been authorized, your child will not be allowed to leave until a parent has been contacted.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date