



EXTENDED CARE PROGRAM FOR 2022-2023

Dear Parents,

We are pleased to announce that our school offers an Extended Care Program (ECP) in support of our children and parents. The program is staffed by school and parish employees and, on occasion, volunteer personnel. The program begins on the first official day of school. Supervision begins at **3:10 pm until 5:30pm and on minimum days from 12:10pm to 5:30pm.**

All children utilizing the program must be registered in advance and the days of week they will be using the program.

1. The **registration fee must be paid at the time of registration** and can be paid using your FACTS Tuition Management account. You can register your child in the Family Portal located under Webforms-Student Demographic Info or you can use the form below.
2. Invoices will be emailed on a monthly basis and payment must be received 10 days from invoice date. A late fee of \$25 per child will be assessed per month if payment is not received within 10 days of invoice date. Fees can be paid using your FACTS account.
3. Drop-in fees will be billed as used.
4. We ask that you respect our **closing time of 5:30 pm.** If running late please call **702-804-8392.** **A late pick up fee will be charged at a rate of \$1.00 per minute per child.**
5. We expect you to be prompt in picking up your children since our staff must plan their life activities around their work schedule.
6. There will be late fees and habitually tardy parents may be asked to make other after school arrangements.
7. Students remaining on campus after dismissal time will also be placed in the Extended Care Program.
8. All students participating in after school activities who are not picked up immediately following the conclusion of the activity, will also be placed in the Extended Care Program and you will receive an invoice.
9. **The Extended Care Program will be provided on minimum days except those scheduled prior to extended holiday breaks or cancelled by administration. You must provide a lunch for your child on those days!** Be sure to **check the school calendar** for scheduled minimum days. **Extended care will also be provided during scheduled parent conferences for all registered users.**

The pages contained in the extended care handbook explain the philosophy and goals, admissions, daily release, discipline policies and the fee schedule. Please be sure to read through everything carefully and sign the statement provided. With your cooperation and courtesy, the staff will be able to continue this much needed service.

Sincerely,
Dr. Erica Romero

Saint Elizabeth Ann Seton Catholic School
REGISTRATION FORM
EXTENDED CARE PROGRAM 2022-2023
Please refer to the Family Handbook for policies and guidelines

Student Last Name:
Family Last Name:
Address:
Contact/Billing Email:
Emergency phone number(s):

Child First Name:	Grade:
Child First Name:	Grade:
Child First Name:	Grade:
Child First Name:	Grade:

Father:	Mother:
Phone#:	Phone#:
Emergency #	Emergency #
Email:	Email:

Authorized pick-up persons:

Name:	Name:
Phone#:	Phone#:
Name:	Name:
Phone#:	Phone#:
Name:	Name:
Phone#:	Phone#:

Chronic health conditions extended care needs to be aware of: (allergies, asthma, etc.)

Yearly Registration Fee	Rates for registered students
1 child: \$45.00; 2 children: \$55.00	\$4.00 per hour per child
3 children (or more) \$65.00	Late fee of: \$1.00 per minute after 5:30pm.
Unregistered Drop in rate	Registration fee and \$8.00 per hour per child

SCHOOL'S RIGHT TO AMEND

Saint Elizabeth Ann Seton Catholic School reserves the right to amend this handbook for just cause. Parents will be promptly notified in writing if changes are made.

PARENT SIGNED AGREEMENT We have read and agree to be governed by this handbook.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PLEASE COMPLETE & SIGN THIS REGISTRATION PAGE FOR SEAS OFFICE USE

