

**Saint Elizabeth Ann Seton Catholic School**  
**EXTENDED CARE PROGRAM 2023-2024 - REGISTRATION FORM**

Please refer to the Family Handbook for policies and guidelines

**You must circle the days of the week you will be using the program: M T W Th F**

<b>Student Last Name:</b>	
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:

**Please add your name, and names of contacts that are picking up your child from aftercare in your FACTS account. Click under the FAMILY DEMOGRAPHIC FORM/PICK UP FORM**

**\*\*Make sure your child(ren)'s health conditions are updated/current and listed in your FACTS Family Portal.\*\***

**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: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE & SIGN THIS REGISTRATION PAGE FOR SEAS FINANCE AND OFFICE USE**



## EXTENDED CARE PROGRAM FOR 2023-2024

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 your registration** is submitted and can be paid using your FACTS account.

Yearly Registration Fee	Rates for registered students
1 child: \$45.00; 2 children: \$55.00	\$5.00 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 \$10.00 per hour per child

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 accessed 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. Please ensure to pack your child a snack from home – Snacks will **NOT** be provided.
5. 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.**
6. We expect you to be prompt in picking up your children since our staff must plan their life activities around their work schedule.
7. Continuation of late fees may result in the termination of use of the program.
8. Students remaining on campus after dismissal time will also be placed in the Extended Care Program. You will be required to complete a registration form AND pay the registration fee if this occurs.
9. 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.
10. **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,  
Len Urso, Principal