

(revised 8/6/18)

ST. BENEDICT SCHOOL
EXTENDED DAY PROGRAM

ALL **BEFORE AND AFTER CARE** FORMS WILL BE AVAILABLE HERE ON THE WEBSITE. THEY SHOULD BE PRINTED OUT, COMPLETED AND SUBMITTED ALONG WITH PAYMENT.

COMPLETED FORMS ALONG WITH PAYMENTS, FOR **SEPTEMBER 2018** USE, ARE **DUE ON OR BEFORE AUGUST 20**.

BEFORE AND AFTER CARE is available for use on a **MONTHLY** (consistent) basis which is pre paid and scheduled each month. It is also available on a **DAILY** (as needed) basis which requires a note for each day you wish to send your child(ren). Daily use fees are totaled and billed after the end of each month.

For **MONTHLY USE** please submit a Registration Form, Monthly Schedule Form, and the Automatic Scheduling Form if you will be using **BEFORE OR AFTER CARE** each month. The forms are available on our website. Remember to attach payments.

REGISTRATION FORM: If you plan to use either **BEFORE OR AFTER CARE** at all during the school year, we must have a current registration form on file. It contains your after school contact and emergency information. **Submit this form along with the Family Registration Fee no later than August 20**, if you plan to use **BEFORE OR AFTER CARE** in September. If you plan to use **BEFORE OR AFTER CARE** at some point during the school year, we need the Registration Form before the first day you send your child. Please note that an **EMAIL ADDRESS is REQUIRED** on the form.

MONTHLY SCHEDULE FORM: Monthly Schedules are discounted and **pre-paid**. They are set up for the same days @ week for a month at a time. In 2018-2019 you will see that the months of December and April have vacations making the actual **BEFORE OR AFTER CARE** short months. There is **no discount for those months** because you will also notice that there are two or three long months each year as well, and there is **no rate increase for those months**. **The actual dates covered by each monthly schedule is noted on the top of the Monthly Schedule Request Form**. Complete this form if you plan to use **BEFORE OR AFTER CARE** on a regular basis. Submit the September form and payment (and registration form) on or before August 20.

AUTOMATIC SCHEDULING FORM: If you plan to use BEFORE OR AFTER CARE for the same schedule every month you can complete and submit this form. With this on file we will schedule your children each month and just send you a billing statement. You would not need to complete a monthly schedule form each month. You may adjust the schedule by sending in a note or an email with your payment by the due date.

EDP LUNCH ORDER : If your child will be attending AFTER CARE on a 12:15 dismissal day, you can send in a lunch or order Pizza and a drink for \$2.00. Extra slices are \$2.00. Please send in payment on the morning of the half day. Be sure the payment is clearly marked as AFTER CARE lunch.

For **DAILY USE:** If you plan to send your child to either BEFORE OR AFTER CARE only occasionally, please complete and return a Registration Form and payment only. On the day you would like to have your child sent to AFTER CARE, send a note to his/her teacher asking that he/she be sent to AFTER CARE. For BEFORE CARE, JUST USE OUR MORNING DROP OFF PROCEDURE as is posted on the School Website. You will pay the daily rate and will be billed after the end of the month. **Payment is due upon receipt of the bill.**

Over the summer, you can mail completed forms to St Benedict School Atten: **BEFORE/AFTER CARE**, or, you can drop them off at the School Office, T-W-TH between 9-Noon or at the Parish Office, M-F between 9-4.

If you have any questions, please contact me.

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