



April 30, 2020

Dear Parents,

Enclosed is your Extended Care (morning and afternoon) contract for 2020-2021. Please read carefully and return.

Extended Care paperwork is required from ALL families, even if you don't plan on using the programs. We require this paperwork in the event of an unexpected use of either program so that we have proper evidence of who is approved to pick up your child.

Extended Care registration does not roll over. You must reapply each year.

FORMS REQUIRED

Plan A, B or C and Morning Care

- **Contract and Pick Up Authorization Form**
- **Program Agreement Form**
- **Student Code of Conduct/Discipline Form**

No Plan:

- **Contract and Pick Up Authorization Form**

If you select NO PLAN and you OR your carpool is late picking up, your child will be held at Extended Day, and a fee of \$15 per hour/per child, or any portion of an hour, will be charged.

Extended Care Programs are not available to Pre-K families or to children enrolled in the Mater Dei program.

Registration will close as soon as we reach the maximum capacity of care-giver to student ratio so it is important that you return your forms as soon as possible. Please complete the forms required to ensure we are in compliance. Virginia law requires an Extended Day Care Center to maintain separate and complete records for the children in their care.

Please return to: Anne Hampton via mail or emailing ahampton@smsva.org. Forms must be received by: May 30th.

Plans A and B families will have your monthly fee invoiced and payment made through FACTS (withdrawals begin in August and run through May). There is a \$35 registration fee for signing up for Morning Care, Plan A, B or C. If you use morning care and afternoon care, you will only have one Registration Fee. This registration fee will be withdrawn from your FACTS account on August 1st. Plan C and Morning Care families will be invoiced through FACTS no later than the 15th of the prior month of usage. Questions? Email ahampton@smsva.org

Anne Hampton
Director Extended Day Programs
ahampton@smsva.org



The Basilica School of Saint Mary – Extended Care Program CONTRACT AND PICK-UP AUTHORIZATION FORM 2020-2021

This form is required for ALL STUDENTS – even if selecting NO Plan

I grant permission for my child(ren) to be in PLAN:
(indicate with an X the plan chosen- per the rates listed on the plan option sheet)

Plan A	Plan B	Plan C	Morning Care	No Plan
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I authorize the Registration Fee of \$35.00 per family to be withdrawn from my FACTS account for Morning Care, Plans A, B or C. _____ (please initial). N/A for those in No Plan as no registration fee applies. Fee to be withdrawn on August 1st.

Students Name: _____ Grade 20-21: _____

Students Name: _____ Grade 20-21: _____

Students Name: _____ Grade 20-21: _____

Students Name: _____ Grade 20-21: _____

My child(ren) has permission to be released from Extended Day by the persons listed below. I understand that the Extended Day staff will **NOT** release my child to any person not listed on this form without prior written permission. Pick up Patrol changes will be honored. Due to liability limitations, **The Basilica School of Saint Mary cannot accept any changes to this list via the telephone.**

Make sure to list **ALL** individuals authorized to pick up your child, (i.e. babysitters, family, friends, coaches, tutors, etc...).

Name	Relationship	Contact Number

Names of persons NOT legally authorized to pick up your child.*

Mother's Cell Phone Number: _____

Father's Cell Phone Number: _____

There may be on occasion the need to change your contractual Plan. Any plan change may be considered on a case by case basis.

SIGNATURE: _____
Parent/Guardian Date Parent/Guardian Date

Printed Name

Printed Name

*Appropriate paperwork, such as a divorce decree, should be attached if a parent or other individual is NOT allowed to visit or pick-up the child.

OFFICE USE ONLY	
Date Received:	Plan Chosen:
Required Signatures:	FACTS:

EXTENDED CARE PLAN OPTIONS

Plan	Times	Registration Fee	Annual Fee	Late Fee	Payment
A	3:15pm-6:00pm M, T, Th, F 2:15pm-6:00pm W 11:30am -6:00pm early dismissal days	\$35 annually to be withdrawn via FACTS 8/1	1 Child: \$3,350/year 2 Children: \$5,450/year 3 Children: \$6,200/year	\$5 for every 3 minutes, or portion thereof, for each child will be assessed for children picked up after 6:00pm	Annual Fee is charged in FACTS and will be payable in 10 equal installments (August – May). A late fee of \$25 will be assessed on any payment not received by the 30 th of the month
B	3:15pm-5:00pm M, T, Th, F 2:15pm-5:00pm W 11:30am-5:00pm early dismissal days	Same as above	1 Child: \$2,350./year 2 Children: \$3,800/ year 3 Children: \$4,300/year 4 children: \$4,500/year	Same as above for children picked up after 5:00pm	Same as above
C	HOURLY: 3:15pm-6:00pm M, T, Th, F 2:15pm-6:00pm W 11:30am-6:00pm early dismissal days	Same as above	1 Child: \$12 per child per hour, or any portion thereof 2 Children: \$11 per child per hour, or any portion thereof 3 Children: \$10 per child per hour, or any portion thereof	\$5 for every 5 minutes, or portion thereof, for each child will be assessed for children picked up after 6:00pm May not enter school grounds after 7:25	Fee is invoiced and charged through FACTS. You will be billed monthly based on your usage of the previous month. A late fee of \$25 will be assessed on any payment not received by the 30th of the month.
Morning Care	7:00-7:25 am or any time there in. M,T,W,Th. F. (snow days follow Alexandria City)	\$35.00 (Fee waived if enrolled in Plan A,B or C)	\$6.00 per day,per child	N/A	Fee is invoiced and charged through FACTS. You will be billed monthly based on your usage of the previous month
No Plan	I do not plan on using extended day services for the 2020-2021 school year. I understand that I may not use morning care/afternoon care unless my child is registered. I understand that if my child is not picked up when the school day ends and is sent to extended day for any reason, he/she will be held in extended day and a fee of \$15/hour per child , or any portion thereof, will be assessed.				



The Basilica School of Saint Mary – Extended Care PROGRAM AGREEMENT FORM 2020-2021

This form is required for everyone in Morning Care, Plan A, B or C.

Both Parents/ Guardians please read and initial each item

Initial ____/____ The parents/guardians accept and agree to follow the policies and procedures of The Basilica School of Saint Mary Extended Day Care Center.

Initial ____/____ The Basilica School of Saint Mary agrees to notify the parent/guardian whenever the child becomes ill and the parent/guardian agrees **to immediately make arrangements** to have the child picked up.

Initial ____/____ The parent/guardian authorizes The Basilica School of Saint Mary to obtain immediate medical care if any emergency occurs when he/she cannot be contacted immediately.

Initial ____/____ The parent/guardian understands that the child must be picked up no later than 6pm if on Plan A and 5pm if on Plan B. It is also understood that services may be withdrawn from any family who is late three times in one calendar month.

Initial ____/____ The parent/guardian understands that the director, with support from the Principal, has the right to withdraw/deny services when a student is perceived as disruptive to the extent that he/she infringes on the rights of others. Services will also be withdrawn if The Basilica School of Saint Mary ascertains that it cannot meet the specific needs of any child.

Initial ____/____ The parent/guardian understands that services are only offered to families who stay current with their indebtedness to the Extended Day Center and to other school financial commitments.

SIGNATURE _____
Parent /Guardian Date

Parent/Guardian Date

SIGNATURE _____
DIRECTOR

SIGNATURE _____
PRINCIPAL



The Basilica School of Saint Mary – Extended Care Program

STUDENT CODE OF CONDUCT AND DISCIPLINE FORM 2020-2021

This form required for everyone in Morning Care, Plan A, B or C.

Student Code of Conduct:

- Students will always treat each other and all school personnel in a **RESPECTFUL** manner.
- Students will not be physically abusive (hitting, shoving, biting, wrestling, or throwing objects) or verbally abusive to others.
- Students are expected to clean up their area prior to leaving it.
- Students will not damage school property or the property of others.
- Behavior that disrupts the normal activity in the center or threatens the safety of others will not be allowed. Students may be suspended or removed from the program.
- Students (grades 2 – 8) who attend optional study hall will respect others and work silently and independently. They will be asked to leave if disruptive and may not complete their homework at school.
- Electronic Devices are permitted such as Kindles/ E-readers for reading or homework **only**. No internet use. **Cell phones may not be used. If confiscated a parent or guardian must pick up the cell phone at pick up time.**

Discipline Procedure:

- The student will be given a verbal warning for inappropriate behaviors. Parents will receive notifications after a second offense.
- Students with guidance from a parent or guardian will be asked to work on a solution for a positive outcome and will work collaboratively with the director.
- If the inappropriate behavior continues, the parent will receive a written notification that their child may warrant a 24 hr. suspension. Suspensions will be effective immediately. If the student receives two written reports for the same or similar issues and has served two 24 hour suspensions he/she will be removed from the Extended Care program.
- Suspensions may last beyond 24hrs due to the seriousness of the offense. This will be determined by the Director and the Principal.

I have read, understand, and accept The Basilica School of Saint Mary Extended Care Student Code of Conduct and Discipline Procedure.

Parent/Guardian Signature:	Date:
Parent/Guardian Signature:	Date:
Student Signature:	Date:
Student Signature:	Date:
Student Signature:	Date:
Student Signature:	Date: