

# REQUIRED FORM!

Extended Day Registration  
2021-2022

Pre-Kindergarten - Grade 4



The Academy of the Sacred Heart (ASH) HEART Enrichment Extended Day Program is designed to provide a safe, inclusive, and caring environment for students in Primary School (PRI) and Lower School (LS) learning communities before and after school.

Students may begin arriving at 7:00 a.m. and are dismissed according to their learning community's instructional start time. Students are welcomed back to extended day after their learning community's dismissal or athletic practice and may stay until 6:00 p.m.

All PRI and LS students must be pre-registered for Extended Day in the event of an unforeseen late pickup. Parents may sign-up for specific extended day dates online. Additional sign-up information will be shared at the beginning of each academic year.

Please note that modifications may be made to the Extended Day program, including but not limited to changes related to COVID-19 policies and procedures. Any changes will be communicated to families as soon as administratively possible. As with all other ASH COVID-19 policies and procedures, adherence to extended day COVID-19 policies and procedures is required.

## Fee and Policy Details

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| <ul style="list-style-type: none"><li>• Standard Start Mornings: \$5/day</li><li>• Late Start Mornings: \$15/day</li><li>• Afternoon: \$15/day</li></ul> | Standard Start Morning fees are <i>not charged</i> if a PRI or LS student arrives at or after 7:30 a.m. with a Middle or Upper School student. |
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**Afternoon Dismissal** – Afternoon Extended Day ends at 6:00 p.m. Monday through Friday. Students will only be released to persons authorized by the student's parents/guardians. If there are any changes to persons authorized pick up a student, a written note specifying the person authorized to pick up the student must be given or emailed to the Director of HEART Enrichment and Extended Day. Photo identification is required and may be requested more than once, as our staff may be meeting students and parents/guardians for the first time.

**Late Pick Up Fees** – After 6:00 p.m., a \$50 late fee will be assessed. After 6:15 p.m., a \$5 fee for every 5 minutes or portion thereof will be assessed.

**Play Days** - To meet the childcare needs of working parents, when school is not in session (e.g., during conferences, Christmas break, etc.) special "Play Days" may be offered. A separate online registration is made available for each Play Day. The Play Day hours and cost will be communicated via email. We reserve the right to cancel any Play Day due to insufficient enrollment.

**Withdrawal Policies** - The Head of School and/or Director of Heart Enrichment and Extended Day reserves the right to withdrawal any student consistent with ASH conduct policies.

*I have read the information regarding the Extended Day program. I understand that I will be charged the appropriate fees as stated above. In addition, I will be charged a \$50.00 late fee if my child remains after 6:00 p.m., and an additional \$5.00 for every 5 minutes or portion thereof after 6:15 p.m.*

Student Name(s): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_