



**REQUIRED FORM**  
**Extended Day Registration 2024-2025**  
**Pre-Kindergarten - Grade 8**



Academy of the Sacred Heart's **HEART Enrichment Extended Day Program** is designed to provide a safe, inclusive, and caring environment for students in Pre-Kindergarten through Grade 8 before and after school. Drop-off and pick-up will take place at the East Circle Doors.

**Morning Extended Day** is available every day that school is in session from 7:00 a.m. until class begins and is held in the Dritsas Gym.

- **Middle School students** arriving before 7:30 a.m. will be supervised in the Extended Day Program with the drop in fee applied.
- **Primary and Lower School students** arriving before 7:45 a.m. will be supervised in the Extended Day Program with the drop in fee applied.
- Fees will be billed to Blackbaud Tuition Management.
- **Families with Lower and/or Primary school students, who have siblings in MSG and/or KH can drop off all students at 7:30 a.m. without incurring a fee.** If drop off occurs prior to 7:30 a.m., the standard fee will apply.

**Afternoon Extended Day** is available every full day of school from 3:10 p.m. until 6:00 p.m. and is held in the Primary classrooms.

- Any student not picked up by 3:30 p.m. will be signed into afternoon extended day and families will be billed accordingly.
- Fees will be billed to Blackbaud Tuition Management.
- Late Pick-up Fees:
  - Pick-up between 6:01 p.m. and 6:15 p.m. will be assessed a \$50 late fee.
  - After 6:15 p.m., a \$1 fee per minute will be assessed.
- Daily snack is provided for each child.

**Drop-In Extended Day Rates**

- Morning Extended Day: \$8
- Afternoon Extended Day - Less than 1 hour of attendance: \$12
- Afternoon Extended Day - More than 1 hour of attendance: \$26

**Full-term Sign-Up Option** Families have the opportunity to sign up for Fall 2024 full-term Morning and/or Afternoon Extended Day in advance using [this link](#).

- Your Blackbaud Tuition Management account will be billed for the entire fall term in September.
- No refunds or credits will be issued if electing full-term option(s).
- January through June 2025 full-term Extended Day sign-up details will be emailed in December.

**Authorized Pick-Up** Students will only be released to individuals authorized by their parents/guardians. Changes to the authorized persons must be submitted ***in writing or via email*** to the Extended Day Coordinator. Photo identification is required for pick-up.

**Withdrawal Policy** The Head of School and/or Coordinator of HEART Enrichment and Extended Day reserves the right to withdraw any student from the Extended Day Program consistent with Academy of the Sacred Heart's conduct policies as indicated in the Learning Community Handbooks.

**Special Opportunities** are available for noon dismissal and some days off school. Details will be provided in advance via email and separate sign-up will be required.

- **Noon Dismissals:** \$30 for care starting at noon and ending at 3:10 p.m. Afternoon Extended Day rates apply for pick-up after 3:10 p.m.
- **Play Days:** \$80 per day for care between 7:00 a.m and 3:10 p.m. or \$110 per day for care between 7:00 a.m and 6:00 p.m. on select days when school is not in session.



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I have read and agree to the information regarding the Extended Day program as stated above.

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

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

Signed in Portal