Dear Basilica School of Saint Mary Families,

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 morning or afternoon programs so that we have a record of who is approved to pick up your child. Failure to return the form, **by June 26th, 2026**, will result in a **$25 fee** which will be billed to your FACTS account in late July.

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 $25 per hour/per child, or any portion of an hour, will be charged.

Pre-K students may attend both Morning and Extended Care Programs with pick up no later than 5:30pm.

At this time, children in our Mater Dei Program may not be enrolled.

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

Please return to both: Ashley Bencosme, abencosme@smsva.org and Lizbed Canales- Guzman, lcanalesguzman@smsva.org by email.

Forms must be received by: June 26, 2026

Families opting for Plans A and B and C will be invoiced a monthly fee, and payments are withdrawn through FACTS. Withdrawals begin in August and run through May. There is a $40 per child (max $120) registration fee for Morning Care, Plan A, B or C. If you use Morning Care and Extended Care, you will only have one Registration Fee. The registration fee will be withdrawn from your FACTS account with your first payment in August for all plans.

If you have questions, please call (703) 570-6091 or email abencosme@smsva.org.

Ashley Bencosme
Director of Extended Day
abencosme@smsva.org

EXTENDED CARE PLAN OPTIONS

Plan	Times	Registration Fee	Annual Fee	Late Fee	Payment
A ***Pre-K students in Plan A MUST be picked up by 5:30pm***	**M, T, Th, F** 3:15pm-6:00pm **Wednesday** 2:15pm-6:00pm **Early Dismissal Days** 11:30-4:00pm	**1 Child:** $40 **2 Children:** $80 **3 or more children:** $120 Fees are annually withdrawn via FACTS with first payment in August	**1 Child:** $5,130/year **2 Children:** $8,170/year **3 Children:** $9,250/year **4 Children:** $10,050/year	**$15 for every 15 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 30th of the month
B	**M, T, Th, F** 3:15pm-5:00pm **Wednesday** 2:15pm-5:00pm **Early Dismissal Days** 11:30-4:00pm	Same as above	**1 Child:** $3,680/year **2 Children:** $5,785year **3 Children:** $6,510/year **4 Children:** $7,085/year	**Same as above for children picked up after 5:00pm.**	Same as above
C	**HOURLY**: **M, T, Th, F:** 3:15pm-6:00pm **Wednesday:** 2:15pm-6:00pm **Early Dismissal Days:** 11:30-4:00pm	Same as above	**1 Child:** $18 per child per hour, or any portion thereof **2 Children:** $16 per child per hour, or any portion thereof **3 or more Children:** $13 per child per hour, or any portion thereof		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 payment due date.
Morning Care	**7:00-7:25 AM** or any time there in.	Same as above	Drop in permitted **$6.00 per day**		Payment as above for Plan C A flat fee of $6.00 regardless of time entered during that period.
No Plan	I do not plan on using Extended Care services for the 2026-2027 school year. 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 Care and a fee of **$25/hour per child**, or any portion thereof, will be assessed. **There is no registration fee for those in No Plan.**				

The Basilica School of Saint Mary-Extended Care Program
CONTRACT AND PICK-UP AUTHORIZATION FORM 2026-2027
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

I authorize the Registration Fee of $40.00 per child (max $120) to be withdrawn from my FACTS account for Plans A, B or C. _____ (please initial). N/A for those in No Plan as no registration fee applies. First fee to be withdrawn from your FACTS account in August.

Student Name: _____ Grade 26-27: _____

Student Name: _____ Grade 26-27: _____

Student Name: _____ Grade 26-27: _____

Student Name: _____ Grade 26-27: _____

My child(ren) have permission to be released from Extended Day by the persons listed below. I understand that the Extended Care staff will **NOT** release my child to any person not listed on this form without prior **written** permission. 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.

The Basilica School of Saint Mary- Extended Care
PROGRAM AGREEMENT FORM 2026-2027
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 parent/guardian 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 agree 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. PRE K Parents agree to pick up no later than 5:30pm

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_____ SIGNATURE_____

DIRECTOR PRINCIPAL

The Basilica School of Saint Mary –Extended Care Program STUDENT CODE OF CONDUCT AND DISCIPLINE FORM 2026-2027
This form is 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 must remain in school uniform during program hours. Exceptions will be made with a written notice from parent if student has to change for after school sports activity.
- Students are expected to clean up their area prior to leaving.
- 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 in **grades 2-8** will attend a silent study hall They will respect others, work silently and independently. ***Students will be asked to leave if disruptive and may not complete their homework at school.***
- Electronic Devices are permitted such as Kindle's/ E-readers and IPADS for reading or homework **ONLY**, not for Internet use.
- **Cell Phones, any type of Smart Watch, and personal toys may not be used during program. They will be taken and returned to Parent upon pick-up**

Discipline Procedure:

- The student will be given a verbal warning for inappropriate behaviors. *Parents will receive notifications after a second offense.*
- Students with guidance of an adult 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 written notification that their child may warrant a 24 hour 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:**