

**EXTENDED DAY CARE**

4820 Walbridge St. Rockville, Maryland 20853

Tel # (301) 946-7888 ext. 103

**REGISTRATION**

 SCHOOL YEAR **--**

last name

 part time full time drop off student’s name grade a.m care p.m care

 part time full time drop off student’s name grade a.m care p.m care

 part time full time drop off

student’s name grade a.m care p.m care

 part time full time drop off

student’s name grade a.m care p.m care

**REGISTRATION FEE IS $50.00 per family (NON-REFUNDABLE)**

**make all checks payable to st. jude extended day care**

**EXTENDED DAY CARE PROGRAM**

**FULL TIME TUITION** (3 or more days per week)

morning care (7:00 A.M – 8:20 A.M) 1 student $50 per week

 2 or more students $40 per student/week

after school care (3:00 P.M – 6:00 P.M) 1 student $80

 2 or more student $70 per student/week

**PART TIME TUITION** (2 days or less per week)

morning care per student $20 per week

after school care per student $50 per student /week

**A.M/P.M EMERGENCY DROP OFF** per Student $10 an hour

(students picked up after regular dismissal is considered an emergency drop off)

I wish to enroll my child/children to St. Jude Extended Day Care program. I agree to pay charges according to the schedule set above.

parent/guardian signature: Date:

***FEES***

Please note that there is a $50.00 non-refundable registration or re-registration fee for each year. Tuition payment must be made prior to attending day care or homework club. It is the parents’ responsibility to notify the Extended Day Care if they will be picked up late.

Extended Day Care: Any child not picked up on time will be charged $10 per student at 6:01 PM plus $1.00 every minute after 6:01 PM. This late fee is to be paid immediately. Cash or check must be given to the staff on duty. Our staff is only paid up to 6:00 PM. A record of late fees will be documented on the child’s tuition record.

Homework Club*:* Late pick up will be charged $10 after 5:00 PM. Late fee is to be paid immediately. Cash or check must be made payable to St. Jude Homework Club. Any registered homework club student who stays on days that homework club is not in session will be charged $10 an hour.

***REFUNDS***

There will be no credit given for absences due to illness, family trips, or even if the child is out of the program for an extended period of time for any reason. If the child is attending an after school activity such as drama club, choir practice, sports practice, or tutoring, parents are still responsible to pay for extended day care.

***EXTRA CURRICULAR ACTIVITIES***

If children attending choir practice, athletic program, yearbook club, etc., an activity form (available by request) must be submitted by the parents to inform the staff that the child has permission to attend the activity. The child must report to day care room to sign out and sign in right after the activity.

***WITHDRAWING POLICY***

A 15 day notice must be submitted in writing and an exit fee of two weeks is required. Please remember the number of staff members in day care/homework club is set up depending on the total amount of children enrolled according to our license permits. (Your spot is reserved)

***EMERGENCY SCHOOL CLOSURE***

The school follows MCPS closings during inclement weather. There will be no extended day care if the school is cancelled. Morning care will not be held if there is a delayed opening. If MCPS will call an early dismissal due to inclement weather or any other reason, after care will only operate under the school principal’s discretion.

***ADDITIONAL INFORMATION***

There is no extra charge on half days for full time registered students. There will be no charge when school is not in session during Christmas, Easter break, and school closing due to inclement weather.

I understand the policy of St. Jude Regional Catholic School - Extended Day Care program and Homework Club.

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please return completed form and check to the Health Room\*

Cathrine Cruz, Clinic/Director, Extended Day Care

(301) 946 – 7888 extension 103