

## *Saint Margaret School Extended Day Care Registration Information*

### Registration Procedures:

- ❖ Registration forms for current families will begin April 26, 2017.
- ❖ Currently enrolled students are guaranteed their same time slots for the 2017/2018 school year, as long as fully completed paperwork is received by the registration deadline of May 10, 2017.
- ❖ All schedule changes will be considered on a first come, first serve basis.
- ❖ Siblings of currently enrolled students can be registered at the same time as existing students, but will be accepted on a first come, first serve basis after current students and schedule changes.
- ❖ Open registration for new families begins May 10, 2017. Currently enrolled students who have not re-registered by this date will be handled on a first come, first serve basis along with new registrations.
- ❖ \$25 *per child* registration fee is due with registration forms - one check per family is fine
- ❖ **Hand carrying your forms into EDC is the best way to ensure that we receive them by the deadline**
- ❖ **If you choose to send the forms in with your child, please call or email to confirm that we have received them.**
- ❖
- ❖ 5% sibling discount for 2 children enrolled in EDC
- ❖ 10% sibling discount for 3 or more children enrolled in EDC
- ❖ See the attached rate schedule regarding our billing policies

### Checklist:

- \_\_\_\_\_ Fully completed and signed registration form – 1 per child
  - \_\_\_\_\_ \$25 **per child** registration fee – 1 check per family is fine
  - \_\_\_\_\_ Health Assessment Form – 1 per child must be signed and dated
- registration is not complete without this form**

**Saint Margaret School Extended Day Care Billing Policies**  
**Please initial to confirm understanding**

- ❖ A weekly rate is charged based upon the set schedule requested, regardless of actual attendance, and services are billed monthly as of the last Friday of the month \_\_\_\_\_ **initial**
  
- ❖ If EDC is closed (inclement weather, school holiday, etc.), your invoice will be automatically adjusted so that you are not charged for days when EDC is not available \_\_\_\_\_ **initial**
  
- ❖ At the beginning of the school year, each family will be given coupons that can be used at their discretion for days when a child is absent from EDC. Coupons will be issued based upon a child's EDC schedule and will equal two full weeks of care. For example, a child registered for 5 days/week will receive 10 coupons. Coupons must be redeemed within 30 days of the child's absence and will appear as a credit on the following month's invoice.  
\_\_\_\_\_ **initial**
  
- ❖ EDC closes promptly at 6pm. There is a \$1 per minute per child late charge for pickup past 6pm. \_\_\_\_\_ **initial**
  
- ❖ Families who enroll for the 4pm pickup will be charged for the higher 6pm pickup rate if the child is signed out past 4pm. Repeated late pickups will be converted to a permanent 6pm time slot charge. \_\_\_\_\_ **initial**
  
- ❖ Schedules may be changed at any time during the year, assuming there is availability; however, changes become effective the week following the date that the request is made \_\_\_\_\_ **initial**
  
- ❖ EDC is an extension of school. Please refer to the handbook page 47 for behavior policy. \_\_\_\_\_ **initial**