Extended Day Program

The Extended Day Program takes place in the Preschool classroom daily. The program begins at dismissal time and ends promptly at 6:00 PM. A late fee of $2.00 per every 5 minutes will be added for pick-up after 6:00 PM. Dismissal will be through the kindergarten classroom. Please ring the doorbell when you arrive (the red door across from the church hall). The Extended Day Program is also offered on early dismissal days. The program can be used on a daily basis and also on an as needed basis by simply sending a note with your child informing the school that your child will participate in the Extended Day Program on a particular day.

The focus of the program is to provide a safe environment for children during after school hours until their parent/guardian is able to pick them up. Each child will need to bring their own snack appropriate for the duration of their stay. Students may also bring money to purchase snacks from the school snack cart. Please send a lunch and drink on early dismissal days because the cafeteria will be closed.

The charge per child for the program is $6.00 for the first hour and $2.00 will be added per hour after the first. For example, if your child stays in after school until 5:00 PM (2 hours) the cost will be $8.00. You will be billed at the end of each month for after school care. Payment must be made by the date indicated on the monthly bill.

Your child/children will be removed from the program for lack of payment, discipline problems or not following the policies in the school handbook. The Extended Day Program is considered an extension of the St. Malachy School day.

*If your child will be participating in the Extended Day Program, you will need to complete a contact form that will be kept in the after school file.
Extended Day Program – Contact Form

Child’s Name:___________________________________
Grade Level:______________

Person(s) to whom child may be released:
1.____________________________________________
2.____________________________________________
3.____________________________________________
4.____________________________________________

*If anyone not listed will be picking up your child, please contact the school office or your child(ren) will not be released to that person.

Person(s) to be contacted in an emergency after 3:00 PM
(Please include their phone number.)

1.____________________________________________
2.____________________________________________
3.____________________________________________

Please list any special dietary or medical information we should be aware of:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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