

## Registration Form for Saint John Academy Extended Day Program 2016-2017

Student's Last Name	First Name	Nickname	Sex	Grade
Street Address		City, State & Zip	Home Phone	
Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed				
Previous Child Day Care Programs and Schools Attended				

### PARENTS/GUARDIAN

<b>Father</b>	Last Name	Place Employed	Business Phone
Home Street Address		City, State & Zip	Home Phone
<b>Mother</b>	Last Name	Place Employed	Business Phone
Home Street Address		City, State & Zip	Home Phone
Person(s) or Agency Having Legal Custody of Child			
Home Street Address		City, State & Zip	Home Phone
Business Street Address		City, State & Zip	Business Phone

### EMERGENCY INFORMATION

Allergies or intolerance to Food, Medication, etc	Action to Take in an Emergency	
Child's Physician	Phone	
<b>NAMES AND ADDRESSES OF TWO PEOPLE TO CONTACT IF PARENTS CANNOT BE REACHED</b>		
1. Name:	Address:	H Phone
		W Phone
2. Name:	Address	H Phone
		W Phone
Person(s) Authorized to Pick Up Student		
Person(s) NOT Authorized to Pick Up Student (If parent, please submit custody papers)		

# Registration Form for Saint John Academy Extended Day Program 2016-2017

## AGREEMENTS

1. The Saint John Extended Day Program agrees to notify the parent/guardian whenever the student becomes ill or in case of emergency.
2. I agree to pick up my sick or injured child in a timely manner when contacted. If I cannot be contacted in an emergency, the school has my permission to take my child to the emergency room of the nearest hospital and I hereby authorize its medical staff to provide treatment, which a physician deems necessary for the well-being of my child.
3. I agree to notify the school within 24 hours if my student or any member of my immediate household has developed a communicable disease. I agree to notify the school immediately if the disease is life threatening.
4. Students will not be released to any person other than parents, guardian, or persons authorized to pick up student as stated on page one of the Extended Day Registration Form. Permanent changes must be submitted in writing to the Extended Day Director.
5. Saint John Academy Extended Day Program will send home weekly bills in the student's Wednesday Folder of the oldest child of a family.
6. After one (1) week of unpaid bills, Saint John Academy Extended Day Program will charge a late fee of \$5.00 per week.
7. I have reviewed and agree to the fees of Saint John Extended Day Program as stated in page 3 of this registration form.

## SIGNATURES

\_\_\_\_\_

Parents or Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Administrator of Center

\_\_\_\_\_

Date

Date Student Entered Care: \_\_\_\_\_

\*If there is an objection to seeking emergency medical care, a statement must be submitted by the parents or guardian that states their objection and the reason for their objection.

Please contact the Extended Day Director, Ms. Haley Lange at [hlange@stjohnacademy.org](mailto:hlange@stjohnacademy.org) , with any questions or concerns.

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## 3:00-6:00pm Extended Day Pricing (Total Fee per Day)

*\$10 for first hour (includes a free snack), \$8 per additional hour, plus \$3 per hour per sibling*

<u>Pickup Time</u>	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>	<u>4+ Children</u>
3:00-3:59	\$10.00	\$13.00	\$16.00	\$19.00
4:00-4:29	\$14.00	\$18.50	\$23.00	\$27.50
4:30-4:59	\$18.00	\$24.00	\$30.00	\$36.00
5:00-5:29	\$22.00	\$29.50	\$37.00	\$44.50
5:30-6:00	\$26.00	\$35.00	\$44.00	\$53.00

## After 6:00pm Late Pickup (Day Fee + Late Charges)

*Late charge is \$5, plus \$5 for every 5 minutes late, plus \$1 per extra child*

<u>Pickup Time</u>	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>	<u>4+ Children</u>
After 6:00	\$31.00	\$41.00	\$51.00	\$61.00
After 6:05	\$36.00	\$47.00	\$58.00	\$68.00
After 6:10	\$41.00	\$53.00	\$65.00	\$75.00
After 6:15	\$46.00	\$59.00	\$72.00	\$82.00
After 6:20	\$51.00	\$65.00	\$79.00	\$89.00
After 6:25	\$56.00	\$71.00	\$86.00	\$96.00
After 6:30	\$61.00	\$77.00	\$93.00	\$103.00

- **IMPORTANT:** Student(s) will not be released to any person other than parents, or persons authorized to pick up student as stated on page one of the Extended Day Registration Form unless notified by parent/guardian.
- **We can accept credit card payments!** If you need to make a credit card payment, please see Sheila Harrington in the main office.
- Saint John Academy Extended Day Program will send home weekly bills in the student's Wednesday Folder of the oldest child of a family.
- Late pickup after 6:00 p.m. incurs a \$5.00 additional charge, plus \$5.00 per 5 minute increment, plus \$1.00 per extra child. Out of courtesy for our extended day staff please arrive by 6:00pm.
- Your timely payment is appreciated. Saint John Academy Extended Day Program will charge a late fee of \$5.00 per week that an invoice remains unpaid.
- Please contact our headmaster with any questions or concerns regarding billing policies, procedures, or specific concerns. Special payment options may be made available on an individual basis.
- Direct phone to Extended Day (703-888-6274) personnel during the regular academic calendar year. Please call with any last minute changes to regular pick up routine. Any permanent changes to the list of authorized persons for pick up must be submitted in writing to the Extended Day Director (Mrs. Katie McNeely).

**(Please keep this page for home reference)**