

August 2018



Dear Parents and Guardians:

The **Extended Care Program (ECP)** at Nazareth Elementary is an important extension of our school program for many families, offering the convenience of “wraparound” childcare for students in Preschool to Grade 6.

Attached you will find the Information and Rate Schedule and the Enrollment Agreement for the new school year. We think you will agree that these rates remain competitive with most after-school programs. As you review the rate schedule, please give careful consideration to the various options available and commit to the choices that best suit your needs for the entire school year.

ECP can be even more affordable if you qualify for a federal income tax credit for qualified dependent care expenses paid on an *after-tax basis*. (For more information, contact your financial advisor or tax professional.)

Also, you may be able to participate in a flexible benefits plan with your employer that permits employees to set up an account on a *pre-tax basis* for reimbursement of qualified dependent care expenses. Such plans can provide families with improved cash flow. (For more information, contact the benefits office at your place of employment.)

If you would like your child to participate in ECP, you must complete, sign, and return the enclosed ECP Enrollment Agreement. **Before returning the Agreement, please check for completeness and be sure you have included payment of the non-refundable enrollment fee.** The enrollment fee is \$25 per student (\$50 per family) for scheduled options as well as for occasional use. Keep the Information and Rate Schedule on hand for easy reference during the school year.

Thank you for the trust you place in Nazareth Elementary. We are grateful to be a part of your child’s overall growth and development.

Sincerely,

*Sr. Margaret Mancuso, S.S.J.*  
Sr. Margaret Mancuso, SSJ  
Principal



## Extended Care Program – Preschool to Grade 6 Information and Rate Schedule 2018-2019

Extended Care Program (ECP) is a before and after school childcare service operated by Nazareth Elementary School. ECP is a ten-month program, beginning the first full day of each school year, for students enrolled at Nazareth Elementary. This service is a convenient wraparound program providing students with supervised care, age-appropriate activities, and a homework area.

The Extended Care Program (ECP) rates are the same for all ages. There is a fee discount for families with more than one child enrolled.

### Payment Options:

- Monthly (FACTS Installment Payments) – Invoices will no longer be mailed to families
- Annually (Prepayment by September 1)

### Program Options:

#### Monthly Payment

#### Annual Payment

- Morning Option 7:00-8:00am

▪ 1 child	\$120	\$1,200
▪ 2 children	\$160	\$1,600
▪ 3+ children	\$180	\$1,800

- Afternoon Option # 1 Pick-up by 4:30pm

▪ 1 child	\$195	\$1,950
▪ 2 children	\$255	\$2,550
▪ 3+ children	\$290	\$2,900

- Afternoon Option # 2 Pick-up by 5:45pm

▪ 1 child	\$265	\$2,650
▪ 2 children	\$410	\$4,100
▪ 3+ children	\$495	\$4,950

- |   |                                |
|---|--------------------------------|
| <ul style="list-style-type: none"> <li>• Occasional Use *Maximum of two days per week; More than two days will be billed at the monthly rate</li> </ul> | \$11.00 per hour,<br>per child |
|---|--------------------------------|

### Other Information

- The non-refundable enrollment fee is \$25 per student/\$50 per family and will be charged to your FACTS account.
- Service is not available on days with early dismissal or when school is closed.
- **Afternoon Option # 1 charges an overtime fee of \$11.00 an hour for each student not picked up by 4:30pm.**
- The ECP Program closes at 5:45pm. **Overtime charges will be assessed at \$1.00 per minute for each student not picked up by 5:45pm.**
- Requests for changes to the selected ECP Option must be made in writing.
- Families choosing to enroll their children in afterschool enrichment activities or clubs are still responsible for making ECP payments in accordance with their regular ECP Program option. ECP fees are not prorated and will not be adjusted for participation in clubs.
- **Accounts must be current in order to participate in ECP**



## Extended Care Program Enrollment Agreement 2018-2019

Student(s) Name(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

Please indicate your choice of payment and program option(s) below:

**Payment Option:**  
 Monthly (FACTS Installment Payments) – Invoices will no longer be mailed to families  
 Annually (Prepayment by September 1)

Program Option(s):	Monthly Payment	Annual Payment
<input type="checkbox"/> Morning Option 7:00-8:00am		
<input type="checkbox"/> 1 child	\$120	\$1,200
<input type="checkbox"/> 2 children	\$160	\$1,600
<input type="checkbox"/> 3+ children	\$180	\$1,800
<input type="checkbox"/> Afternoon Option # 1 Pick-up by 4:30pm		
<input type="checkbox"/> 1 child	\$195	\$1,950
<input type="checkbox"/> 2 children	\$255	\$2,550
<input type="checkbox"/> 3+ children	\$290	\$2,900
<input type="checkbox"/> Afternoon Option # 2 Pick-up by 5:45pm		
<input type="checkbox"/> 1 child	\$265	\$2,650
<input type="checkbox"/> 2 children	\$410	\$4,100
<input type="checkbox"/> 3+ children	\$495	\$4,950
<input type="checkbox"/> Occasional Use *Maximum of two days per week; More than two days will be billed at the monthly rate		\$11.00 per hour, per child

**Guidelines & Policies:**

- The non-refundable enrollment fee is \$25 per student/\$50 per family and will be charged to your FACTS account.
- **Afternoon Option #1 charges an overtime fee of \$11.00 an hour for each student not picked up by 4:30pm.**
- The ECP Program closes at 5:45pm. **Overtime charges will be assessed at \$1.00 per minute for each student not picked up by 5:45pm.**
- Families choosing to enroll their children in afterschool enrichment activities or clubs are still responsible for making ECP payments in accordance with their regular ECP Program option. ECP fees are not prorated and will not be adjusted for participation in clubs.

**(Over)**

- **ECP.** The program is closed when school is closed. With the exception of half days, ECP operates only when Nazareth Elementary is open. Listen for weather-related school closings on local stations. There are no refunds for weather-related school closings.
- **Student Information Form.** It is the responsibility of the parent/guardian to complete this form and provide any updates in writing.
- **Medical Emergency.** The ECP coordinator will first attempt to contact the parent/guardian in the event of a medical emergency. If the parent/guardian cannot be reached, the person(s) designated on the student's information form will be contacted. If the emergency requires immediate hospital attention, an ambulance or emergency vehicle will transport the student to the designated or nearest hospital.
- **Absences.** If a student is absent from school, it is not necessary to notify ECP of the absence. If a student is present during the school day and will not be attending ECP on any given day, the parent/guardian must notify the Main Office.
- **Sign-Outs and Late Pickups.** Each student must be signed out of ECP each day by an authorized adult, 18 years or older. Service fees will be charged for late pickups as indicated on the ECP Rate Schedule.
- **ECP Accounts.** Requests for changes to the Option Choice selected must be made to the Business Office in writing. **Accounts must be current in order to participate in ECP.**

By enrolling my child/ren in the Extended Care Program, I hereby agree to adhere to the guidelines and policies of the Extended Care Program. Enclosed is payment for the enrollment fee for my family.

Printed Name of Parent/Guardian \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_