

# SNA Extended Day Program

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Dear Parents,

In an effort to best serve our families, we are hoping to reinstate the Extended Day Program for the 2018-2019 school year. In order to know if we will be able to do so, though, we need a commitment from families – both part-time and full-time. **If you think you will be using the Extended Day Program at any point during the academic year**, please complete the following registration and submit it with a \$50 check deposit by Tuesday, May 29th. The checks will ONLY be deposited IF we have enough family interest to reinstate the Extended Day Program. If there is not enough interest, we will return the checks to the families. Students who are not registered at this time will not be able to just “drop-in.” **All students reporting to Extended Day at any point must be pre-registered by May 29<sup>th</sup> – unless they are a new family to SNA who enrolls over the summer.**

The program will still run daily from 2:30-5:30 p.m. Monday-Friday and cost will be \$12 per day/per child for full-time students (attending at least 4 days each week) and \$15 per day/per child for students attending part-time (either a few days a week, a month, etc.).

Thank you for your patience as we work to provide this program for our families that need it.

If you have any questions, please contact Mrs. Aideen Briggs at [abriggs@stnacademy.org](mailto:abriggs@stnacademy.org).

Thank you,

**Registration: Name of Student (s)** \_\_\_\_\_

- Registration is for St. Nicholas Academy students exclusively.
- A \$50 deposit is due at time of registration. This fee will only be refunded if we are unable to reinstate the Extended Day Program. If the program is reinstated, this fee will not be credited toward services. (Please make checks payable to St. Nicholas Academy).
- All forms and deposit are due by May 29th. Please use only one form per family.
- You are financially responsible for the days your child attends the Extended Day Program.

**Tuition:**

- Full-time Status (attending on a regular basis at least four days each week)  
\$12 per day, per child
- Part-time Status (three days a week or less)  
\$15 per day, per child

**Attendance:**

- If a student is absent, please email the director on the morning of the absence.
- Students who need to go to the gym for an athletic practice during the times of Extended Day will be able to do so via escort of the director or assistant director.
- If a student’s attendance needs to change between full-time and part-time status, the Director must approve the change due to the change in cost.

**Payment:**

Checks should be made payable to St. Nicholas Academy.

Full-time students need to be paid on the first day of the week. Payments may also be made monthly.

Part-time students need to be paid prior to attending (preferable) or at the time of pick-up for the day he/she attended the program.

**Times:**

- 2:30 p.m.-5:30 p.m.
- All children **must be picked up by 5:30 p.m.** each day. There will be a \$5 per minute late fee that will be strictly enforced. The late fee will be due before your child can return to Extended Day.
- Parents will not be called due to bad weather. You must follow the school's policy or delay of school.
- There is no Extended Day on the last day of school before extended breaks or on early dismissal days.

**Snacks:**

Extended Day provides a snack every afternoon from 2:30-3:00 p.m. If you wish to pack something for your child, that is also acceptable. Each child may bring his/her own drink (juice box, water, no pop please).

**Telephone Use:**

Students will be permitted to use the phone at the discretion of the director.

**Homework:**

- We strongly advise that some homework be completed during Extended Day. The hour of 3:00-4:00 p.m. is quiet time for those in need of a quiet atmosphere to complete homework.
- We have no way of knowing what your child's assignments are for the day. We will try our best to guide them through any problems they may have. Parents are strongly encouraged to review homework with your child each night.

**Tax Information:**

Extended Day is tax deductible. Year-end tax statements are provided UPON REQUEST ONLY.

Additional Comments: Should you have specific circumstances regarding Extended Day, please write those below so that we can plan appropriately. For example, I only plan on using it 2-3 days a week during basketball season, etc.

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