

St. Ignatius Loyola Regional School

Faith in Every Child

2700 St. Albans Drive ♦ West Lawn, PA. 19609

FOR OFFICE USE

Reg. Fee \$ _____
Check No. _____
Date _____

Registration Form

Extended Care Program

Student Name _____
First Middle Last Name to be used in school

Home Address _____
Street City State Zip Home Phone

Child's Age _____ Date of birth _____ Place of birth _____

Mother _____
Name Employer Work Phone Cell Phone

Father _____
Name Employer Work Phone Cell Phone

Guardian _____
Name Employer Work Phone Cell Phone

Siblings 1.) _____ 2.) _____
Name Age Name Age

Siblings 3.) _____ 4.) _____
Name Age Name Age

Emergency Contact (other than parents) and Medical Information

Name _____ cell home work
Last First relationship Phone

Name _____ cell home work
Last First relationship Phone

Student Physician _____ Phone _____

Student Dentist _____ Phone _____

Allergies _____ Treatment _____
food, drug, bee sting, other

Dietary Restrictions _____
describe

Handicap or Special Need _____
describe

Right Handed Left Handed Ambidextrous

Behavior Difficulties _____

Methods of discipline used at home _____

Play group experience _____

Where? _____ Does your child have neighbor playmates? _____

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Extended Care Contract

After School Program

2:30 P.M. - 6:00 P.M.

Grades K - 8

By agreeing to enroll my child in the St. Ignatius Loyola School Extended Care after school program I will abide by the following conditions:

- Registration fee \$35.00 per year, per child
- Cost \$50.00 per week per child or a daily rate of \$12.00 per day per child. Payments are due the first day of class each week. Please make payments to St. Ignatius Loyola Parish.

The days listed below will be in effect the entire school term unless there is a change in circumstances.

PLEASE NOTE:

Parents are responsible for required fee, regardless of the following circumstances:

1. The number of days per week
2. A holiday falling on the day for which you are registered
3. A child who is sick
4. A snow day
5. A vacation day
6. Doctor appointments
7. Sports, Scout meetings, etc.

No. of days needed: _____ List days needed: _____

Student's Name _____ Grade _____ Approximate pick-up time _____

Student's Name _____ Grade _____ Approximate pick-up time _____

Student's Name _____ Grade _____ Approximate pick-up time _____

Student's Name _____ Grade _____ Approximate pick-up time _____

RELEASE AUTHORIZATION:

The following individuals are authorized to pick up my child at St. Ignatius Loyola School.

1.) _____ 2.) _____

3.) _____ 4.) _____

5.) _____ 6.) _____

I hereby understand, for the protection of my child, he / she will not be given permission to leave St. Ignatius Loyola School with anyone not included on the above list. It is my responsibility to notify the school office, in writing, if any deletions or additions are to be made to this list.

Parent's Signature

Date

Parent's Signature

Date

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EXTENDED CARE

GENERAL INFORMATION

FEES AND ATTENDANCE POLICY

The St. Ignatius Loyola Extended Care Program is a service to parents which meets its salary schedule and operating expenses solely through our fee payments. At the beginning of the program, parents will be asked to sign an agreement for a specific fee per week (either daily or weekly). The fee remains constant each week, regardless of the number of days that week, or if a child is absent due to illness, an appointment, vacation, or snow day. (example: the fee for someone registered for after school care would be \$50 per week. If they only attend 3 days that week, the fee would be the same). Daily rates of \$12 per day are also available. Rates are being kept as low as possible in order to provide this service to you. Going with a set fee per week makes it more convenient for budgeting purposes.

Payment for the extended care program is due on the first day of class each week. Payments should be placed in an envelope with your child's name and extended care payment noted. Also please include the week or days involved in the enclosed payment, and also add the information on the check. Checks are to be made payable to *St. Ignatius Loyola Parish*. Payments can be given to the homeroom teacher, extended care teacher or school office. A late fee of \$10 per day is charged for any child picked up after 6:00 PM.

SCHOOL YEAR

The extended care program will follow the regular school calendar. Extended care is available on days we have in-service for the teachers and dismiss at 1:00 p.m. Extended care is not available when we dismiss early for Christmas vacation, Easter vacation, and on the last day of school.

In the event of an early dismissal because of weather, for example, there will be no extended care. All students must be picked up within one hour of the school closing. Information on cancellations will also be on the radio and on our web site listed below:

WEEU 830 AM

WRAW 1340 AM

WRFY 102.5 FM

WIOV 1240 AM

WIOV 105.1 FM

www.stignatiusvikings.org

SCHOOL HOURS

The extended care program is held after school from 2:45 PM - 6:00 PM. Students are to report to the cafeteria for attendance at 2:45 PM before reporting to the kindergarten rooms. The program schedules time for homework/quiet time, a snack, and craft time or play time in the gymnasium. (Sneakers are needed to play in the gym; also please provide girls with shorts under their uniform.) The older students report to study hall. Extended care closes promptly at 6:00 PM. If you need to contact extended care after school office hours, please call their cell phone number: 484 -333-8889.

DISMISSAL

For your child's protection, he or she will be allowed to leave only with the persons whose names are on our release form enclosed. When it is necessary to substitute another person, permission must be given by the parent or guardian in writing or in an emergency by telephone the school office before 3:00 PM. You may enter the gymnasium entrance when picking up your child. There is a door bell outside the building if needed.