**School Extension Program (SEP)**

**Program Information and Registration**

St. John Catholic School offers a School Extension Program (SEP) to provide our families a safe and convenient option for before- and after-school care for students in grades K-8. (Please contact our PreK Director for information about extended care options for our Pre-Kindergarten program.)

SEP PROGRAM OFFERINGS

Families may choose from two options:

Registered Drop In:

* $50 non-refundable registration fee ($75 after 9/1)
* Rate $5.50 per hr.
* Billed to the quarter hour
* Can attend before and afterschool care

Non-Registered Drop In:

* No registration fee
* Rate: $8 per hr.
* Billed to the quarter hour
* Can attend before and afterschool care

HOURS OF OPERATION

* 7:00 AM – 6:00 p.m. on school days in session, *except* for the last day of school before Christmas break and the last day of the school year.
* Morning: 7:00-7:45 a.m.
* Afternoon: 3:00-6:00 p.m.
* Noon Dismissal: Noon-6:00 p.m.
* Late Fees: $5 per minute for each minute after 6:00 p.m. that child(ren) remain in the program.

REGISTRATION

Returning families may register for SEP providing there are no outstanding balances from the previous school year. Registration packets can be obtained from the SEP Director or the school’s main office.

Registration: $50 per family before September 1

Registration after September 1: $75 per family

*Registration fees are non-transferrable and non-refundable.*

*Registration fees are to be turned in along with completed packet.*

SEP SCHEDULE

* 3 p.m. Snack time and outdoor play (weather permitting)
* 3:30 p.m. Homework Club and/or quiet play indoors (ex. reading, puzzles etc.) Staff will supervise all students and can provide homework assistance as needed.
* 5 p.m. Free choice or scheduled activity, e.g. art, board games, group or individual enrichment activities
* Special theme days and activities will take place during the year. The SEP staff will communicate any special events or activities in advance.

SNACKS

SNACKS are NOT provided by SEP. 1-2 snacks for time spent in SEP should be saved and/or separate from school snacks please remind your students. Snack donations are always welcome for service hours!

BILLING

Statements will be sent out the first week of each month. Payment is due upon receipt. Please make checks payable to *St. John Catholic School SEP,* and write the family name in the memo section of the check. If at any time you have a question regarding your statement, you may contact Coach Derek by email

Please make sure to complete all the information in your registration packet. It is very important that families list **ALL** people authorized to pick up their child(ren) from SEP, including themselves. Child(ren) will only be released to those adults indicated on the list.

LOCATION:

From 3 p.m. – 4 p.m. each day, students may be picked up outside in the schoolyard. After 4 p.m. or during inclement weather, students will be supervised in Room 9- SEP Grades K-3, and Room 7- SEP Grades 4-8.

For more information regarding the SEP program, please contact Coach Derek at dhull-jenkins@csdo.org or 510-276-5854 M-F 7-8am, 1:30-6pm.

**St. John Catholic School**

**School Extension Program (SEP) 2017-2018 Registration**

Student Name DOB

Student Name DOB

Student Name DOB

Name of Parents/Guardians:

PHONE NUMBERS (required):

Father (home): Mother (home):

Father (work): Mother (work):

Father (cell): Mother (cell):

HOME ADDRESS (required):

Child(ren)

Father

Mother

EMAIL ADDRESS for billing and communication (required):

Father: Mother:

Student lives with (circle one): Mother Father Both Guardian

If your child does not live with both parents, may either parent pick up the child? YES NO

\*ALLERGIES/ Medical Conditions/ Physical or Emotional Needs we need to be aware of?

I am enrolling my child(ren) in the St. John SEP for 2017-2018 school year.

Parent/Guardian Signature Date

**St. John Catholic School**

**SEP Pick Up Authorization**

Please list the person(s) you authorize to pick up your child(ren) from SEP. DO NOT FORGET TO INCLUDE YOURSELF. For safety and security, SEP staff may request to see a photo I.D. at the time of pick up for unfamiliar adults who pick up your child.

Student Name & Grade:

Student Name & Grade:

Student Name & Grade:

PERSONS AUTHORIZED TO PICK UP THE ABOVE-NAMED CHILD(REN):

Name Relationship to Child Ph. Number

Is there anyone who MAY NOT pick up your child? Please circle one: YES NO

If yes, please list:

Name: Relationship:

Name: Relationship:

If your child does not live with both parents, may either parent pick up your child? YES NO

Parent/Guardian Signature Date

**St. John Catholic School**

**School Extension Program (SEP) Expectations**

We welcome you and your child(ren) to our School Extension Program. This convenient before- and after-school program is an extension of our school, and all expectations and rules that apply during the school day apply and are enforced during SEP hours. Here are some reminders to our students and families of the behavior expectations that are expected each day. These are guidelines consistent with all Extended Care Programs in the Oakland Diocese. Please review the following rules with your children. All forms must be signed by parents and students, and will be kept on file for the 2017-2018 school year.

THREE KEY RULES and BEHAVIOR EXPECTATIONS

1. RESPECT YOURSELF, OTHERS, and THINGS

2. POSITIVELY CONTRIBUTE TO THE LEARNING ENVIORNMENT

3. FOLLOW SCHOOL AND CLASSROOM RULES and PROCEDURES

Students are expected to show respect for and to follow the directions of the SEP staff at all times.

Students are expected to be courteous and respectful to one another. Students are expected to

show respect for property and their environment.

Inappropriate behaviors, including but not limited to fighting, obscene language or gestures, harassment, inappropriate touching, continued willful disobedience, or defacing of property may result in the dismissal of a student from the program.

Student signature Grade

Student signature Grade

Student signature Grade

I have read and fully understand the rules and regulation of the St. John Catholic School \* School Extension Program (SEP).

Parent/Guardian signature Date

*Please complete this form and return it to the SEP Director or the office with the registration paperwork and registration fee, and pick up authorization. We look forward to working with your child(ren) and providing this service to you and your family.*