

St. John Catholic School
School Extension Program Registration
2019-2020

Registration:

For returning families, SEP accounts must be cleared at the time of registration, from the previous school year. Families who do not receive a registration packet may contact the SEP Director or front office to receive one.

If you wish to register for SEP, there is a fee of \$50.00 per family before September 1st. If you register after September 1st, your registration fee increases to \$75.00.

****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!

SEP offers two types of programs:

Registered Drop In:

- \$50 non-refundable registration fee (\$75 after 9/1/19)
- Rate \$5.75 per hour
- Billed to the quarter hour
- Can attend before and after school care

Non-Registered Drop In:

- No registration fee
- Rate: \$8 per hour
- Billed to the quarter hour
- Can attend before and after school care

Hours of Operation: 7:00 AM – 6:00 PM on all days school is in session, EXCEPT the last day of school before Christmas Break, and the last day of the school year. 7:00-7:40am every morning. 3:00-6:00pm Monday – Friday and 12:00pm – 6:00pm on minimum days. Families will be charged \$5.00 per minute for each minute that their child(ren) remain in the program after 6:00 pm.

Billing: SEP billing statements are sent out the first full week of each month. Payment is due upon receipt of your statement. Please make checks payable to St. John SEP. If at any time you have a question regarding the hours billed please contact the SEP director via email. If you have any questions about previous payments or balance due please contact Ms. Aimee.

Please make sure to complete all the information in your registration packet. On the authorized pickup form, list all people you are authorizing to pick up your child(ren) from SEP. Do not forget to list yourself. Your child(ren) can only be released to those on the list.

Location:

Room 9- SEP Grades TK-3

Room 7- SEP Grades 4-8

For more information regarding the SEP program, please contact the school office at 510-276-6632. Questions during SEP hours (3:00-6:00pm) can be directed to the SEP director or via email.

Student's Name _____ DOB _____

Student's Name _____ DOB _____

Student's Name _____ DOB _____

Name of Parents/Guardians: _____

PHONE NUMBERS (required):

Home, Father _____ Home, Mother _____

Work, Father _____ Work, Mother _____

Cell, Father _____ Cell, Mother _____

HOME ADDRESS:

Child(ren) _____

Father _____

Mother _____

EMAIL ADDRESS for billing & 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 2018-2019 school year.

Parent/Guardian Signature

Date

Authorized Pick Up Form

Please list below the person(s) you are authorizing to pick-up your child(ren) from SEP. DO NOT FORGET TO INCLUDE YOURSELF. An I.D. card will be requested at the time of pick-up for any unfamiliar faces.

Student's Name & Grade: _____

Student's Name & Grade: _____

Student's 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 YES or NO
If yes, please list:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

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

Parent/Guardian Signature _____ Date _____



Dear SEP Parents,

Following is a reminder to all of our SEP students, of the behavioral expectations that are expected of them daily. These are guidelines set up by the Diocese in which all Extended Care Programs abide by.

Please read over the following rules with your children.

All forms must be signed by parents and students and will be kept on file.

3 RULES OF BEHAVIORAL EXPECTATIONS

1. RESPECT YOURSELF, OTHERS & THINGS
2. CONTRIBUTE TO THE LEARNING ENVIRONMENT
3. FOLLOW SCHOOL AND CLASSROOM 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 behavior such as fighting, obscene language or gestures, harassment, inappropriate touching of a child by another child, 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 School Extended Program at St. John Catholic School.

PARENT SIGNATURE _____ DATE _____

Please complete this form and return it to the SEP Director or the office along with the registration fee.