

St. John Catholic School
School Extension Program Registration
2022-2023

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 staff. One to two snacks for time spent in SEP should be saved and kept separately from school day snacks. We ask parents to please remind students to save a snack for time spent in after school SEP.

SEP offers two types of programs:

Registered Drop In:

- \$50 non-refundable registration fee
- Rate: \$7 per hour
- Billed to the quarter hour
- Can attend before and after school care

Non-Registered Drop In:

- No registration fee
- Rate: \$10 per hour
- Billed to the quarter hour
- Can attend before and after school care

Hours of Operation: 7:00 AM – 7:40AM and 15 minutes after dismissal until 6:00 PM on all days school is in session, with the EXCEPTION of after school SEP on Disaster Drill day, the last day of school before Christmas Break and the last day of the school year. SEP is offered from 15 minutes after a minimum day dismissal time until 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 Lead via email. If you have any questions about previous payments or balance due, please contact Ms. Aimee- asire@csdo.org .

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:

Outside, in the school play yard (3:05-3:30pm)

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 Lead or via email.

Student's Name _____ DOB _____

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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 _____

Parent 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

I am enrolling my child(ren) in the St. John SEP for 2021-2022 school year.

Parent/Guardian Signature

Date

Authorized Pick Up:

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-listed children:

Name	Relationship to Child	Ph. Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is there any particular individual 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,

The following is a reminder to all of our SEP students of the behavioral expectations that are required of them daily. These are guidelines set up by the Oakland Diocese by which all Extended Care Programs abide. Parents, please review and discuss the following rules with your children.

This form must be signed by parents and students and will be kept on file.

BEHAVIORAL EXPECTATIONS:

1. Show respect for yourself, others and property
2. Positively contribute to the SEP environment
3. Listen to and follow SEP supervisors' directions and make safe choices

If school or SEP rules are not followed, a student may be not be allowed to remain in the SEP program. Parents/guardians are expected to conduct themselves with respect when dropping off or picking a student up from SEP.

STUDENT SIGNATURE _____ GRADE _____

STUDENT SIGNATURE _____ GRADE _____

STUDENT SIGNATURE _____ GRADE _____

*I have read and fully understand the expectations of the School Extended Program
at St. John Catholic School.*

PARENT SIGNATURE _____ DATE _____

Please complete this form and return it to the SEP Lead or office staff.