



ST. ANDREW'S EXTENDED DAY

Parents of students ages 3 through fifth grade are invited to register those students for the Extended Day Program provided by St. Andrew's Episcopal School. ***Extended Day is generally open only on regular school days.*** School personnel will check students in and parents will check their children out each day in the vestibule. **Students not signed out will be charged the maximum for that day.** There is an additional fee charged when children are picked up after closing time of 5:45 p.m. Bills are sent at the end of each month for the prior month's attendance. Any questions about the program or billing should be directed to the Extended Day Director, Sara McClure (806-376-9501, ext. 1110) or (smcclure@standrewsschool.org). **The fee for all Extended Day programs is \$8.00/hour unless otherwise noted. An additional fee \$1.00 per minute will be charged for late pick up after 5:45 p.m.**

EARLY MORNING CARE: PRIMER-KINDERGARTEN

Early Morning Care begins at 7:30 a.m. in the Extended Day room for Primer, Pre-K, and Kindergarten students. Children participate in quiet activities, and then are taken to their classroom 15 minutes prior to the start of the school day.

EXTENDED DAY CARE (After School Program): Primer – Pre-K

Primer and Pre-K Extended Day students are escorted to the Extended Day room as soon as their class is dismissed. During the afternoon the students participate in various indoor and outdoor activities along with craft projects. A snack is served mid-afternoon. Extended Day is available from 2:30p.m. to 5:45 p.m. each day that school is in session.

LOWER SCHOOL: KINDERGARTEN – FIFTH GRADE

Extended Day for Kindergarten students is held in the Extended Day room in the Preschool. The first-fifth grade students meet in the Cafeteria until 3:45, and then the remaining children move to the Extended Day room in the Preschool building. Crafts, games, outside activities, and study time are a part of the regular after-school schedule. A snack is provided. The students may participate in outdoor activities or play in the school gym depending on weather and schedules. This program is available from 2:45p.m.-5:45 p.m. each day that school is in session.

SPECIAL PROGRAMS:

The Extended Day Program may feature special programs at an additional cost for students; you will receive an email announcement of any special programs to be offered.

TO REGISTER:

An EXTENDED DAY ENROLLMENT CONTRACT must be signed and returned to the pre-school office, along with the Registration Fee, to enroll in the Extended Day program. Alternatively, you can email the completed registration paperwork to Sara at smcclure@standrewsschool.org. The Registration Fee is \$50 per child, or \$75 for two or more children. This fee is used to purchase supplies, games, snacks, equipment, etc. for the program and is NOT REFUNDABLE. **The registration fee should be paid prior to using the Extended Day program.** Please make checks payable to ST. ANDREW'S EPISCOPAL SCHOOL, note the child's name and that it is an Extended Day fee in the memo area of the check, and mail to:

St. Andrew's Episcopal School of Amarillo
Attn: Business Office
1515 S. Georgia
Amarillo, TX 79102

ST. ANDREW'S EPISCOPAL SCHOOL OF AMARILLO
EXTENDED DAY ENROLLMENT CONTRACT

Please enroll the following student (s) in the Extended Day Program at St. Andrew's Episcopal School, Amarillo, Texas:

Child: _____ Grade/Teacher _____ Fee: _____ Due \$50

Child: _____ Grade/Teacher _____ Fee: _____ Due \$25

Child: _____ Grade/Teacher _____ Fee: _____ Due \$0

The registration fee is due at the time of registration and is **non-refundable**.

The undersigned understand and agree that St. Andrew's Extended Day is entitled to full payment of fees for the days the Extended Day Program is used. The fee for all regular Extended Day programs is \$8.00/hour unless otherwise noted. An additional fee \$1.00 per minute will be charged for late pick up after 5:45 p.m.

The undersigned understand and agree to accept the rules and regulations of St. Andrew's as set forth on the attached form.

The undersigned understand and agree that in the event the payment of Extended Day fees is delinquent for more than 60 days, the student will not be allowed to remain in Extended Day until the past due balance is paid.

Extended Day is **NOT** open on school holidays. The student **must** attend school in order to use Extended Day for that day. Once the student has left school for the day, he/she is not allowed to return to Extended day.

Statements will be emailed monthly and will reflect the prior month's attendance.

Payment Options:

- EZ School Apps Parent Portal
- Check or cash
- Credit card payment at the School (this payment type is subject to a 2.75% processing fee by the School)

If paying by check, please make checks payable to St. Andrew's Episcopal School of Amarillo, note that it is an **Extended Day Payment** in the memo area of the check, and mail to:

St. Andrew's Episcopal School of Amarillo
1515 S. Georgia
Amarillo, TX 79102

Dr./Mr./Mrs.

Name of person who will pay fees

Phone Number

Email address where Extended Day statement should be mailed

**EXTENDED DAY
ENROLLMENT INFORMATION**

Child's Name _____ Birthdate _____

Child's Name _____ Birthdate _____

Child's Name _____ Birthdate _____

Parent's Name _____ Home Phone _____

Mother's Business Phone _____ Cell Phone _____

Father's Business Phone _____ Cell Phone _____

Email to which Extended Day bills should be sent: _____

***Persons to contact in case parents cannot be reached:**

1. _____ Phone _____

2. _____ Phone _____

3. _____ Phone _____

***Persons to whom your child (or children) may be released (will be asked to present picture ID):
Please call the school if you know someone else will be picking up your child, and notify the
school of any changes to this list.**

1. _____ Phone _____

2. _____ Phone _____

3. _____ Phone _____

**I hereby authorize a representative of St. Andrew's Episcopal School to transport and obtain
medical services for my child under emergency circumstances.**

Parent/guardian signature

Date