



## ST. EDWARD EXTENDED DAY (S.E.E.D.) PROGRAM Information and General Policy

St. Edward Catholic School will provide an Extended Day Program (S.E.E.D.) for use by parents whose working hours do not permit them to pick up their children at dismissal times. This is all in accordance with Diocesan policy and the Texas Catholic Conference Education Department. Children are **NOT** to be enrolled for any other reason: errands, shopping, doctor's appointments, etc. or in anticipation of an emergency. When an emergency arises, the parent should call the school to discuss the situation. Each case will be handled on an individual basis.

S.E.E.D. is an extension of the school day, therefore students are required to adhere to all the school rules and regulations as outlined in the parent-student handbook. Students not in compliance with following the school rules will be subject to exclusion from the program.

**Preschool students** will only be accepted into the S.E.E.D. program provided they are fully potty-trained, accident free and can take care of their own bathroom needs. They must be able to be in a school environment all day. **S.E.E.D. is not a daycare.** If these requirements cannot be met, the child will not be permitted to use the S.E.E.D. program.

S.E.E.D. will begin with the first full day of school and will be in session on regularly scheduled school days only. There will be no afternoon S.E.E.D. on days with a 12-noon dismissal. Morning sessions begin at 7:00 a.m.; students will be taken to the gym for morning assembly by 7:45 a.m. Parents who have children attending the morning session of S.E.E.D. will be required to "sign-in" each day that the child attends. Students registered in the afternoon S.E.E.D. program will be signed in at dismissal and will be required to sign-out when picking up the child.

**Students attending afternoon S.E.E.D. will not be released to their parents until 3:45 p.m.** This is to allow the S.E.E.D. staff enough time to sign-in all students attending the afternoon program. The Extended Day Program will close promptly at 6:00 p.m. **There will be a \$2.00 per minute charge assessed for each child not picked up by 6:00 p.m.**

**All students attending S.E.E.D must be registered for the days they attend.** The registration fee is \$25.00 per family. All students using S.E.E.D. on a regular basis will be billed in advance. Invoices will be available through Plus Portals and will be due within 10 days of the invoice date. If payment is not received by the due date indicated on the invoice, a late charge of \$35 will be assessed, and students will be subject to exclusion from the program. The parent or guardian of the student is responsible for the payments. If someone other than the parent/guardian is paying, it is the responsibility of the parent/guardian to forward the invoice.

S.E.E.D will be billed monthly as follows:

3 afternoons a week is \$100 per month for the first child and \$50 for each additional child.

5 afternoons a week is \$150 per month for the first child and \$75 for each additional child.

Morning S.E.E.D is \$40 per month (this is in addition to the afternoon rate).

Once you have registered for the 3 or 5 day a week program, fees will be due whether your child attends or not. Fees are not prorated for shorter months.

For those needing S.E.E.D. only occasionally, a daily rate plan is available. The morning daily rate is \$5 per morning, M-F. The afternoon daily rate is \$12 per afternoon for use on Monday's, Tuesday's, Wednesday's and Thursday's. **Drop-ins are not allowed on Friday's. Students must be registered for the 3-day or 5-day program to attend S.E.E.D. on Friday afternoon. A \$20 penalty will be charged if a student uses S.E.E.D. on Friday without being registered in the 3 or 5-day program.** The invoices will be calculated once a month for daily rate users usually at the beginning of the following month. Notice will be sent by e-mail when those daily rate invoices are available in Plus Portals.

All families using S.E.E.D. must complete a registration form and return it with the \$25 registration fee to the school office. Please list the days of week your student plans to attend. Thank you.

ST. EDWARD CATHOLIC SCHOOL  
 2601 SPRING STUEBNER  
 SPRING, TEXAS 77389  
 281-825-0850

ST. EDWARD EXTENDED DAY REGISTRATION INFORMATION FORM  
 2017-2018

IF ANY OF THIS INFORMATION CHANGES, IT IS THE PARENT'S RESPONSIBILITY TO NOTIFY THE OFFICE IMMEDIATELY. THANK YOU!

Please choose one option below (for afternoon use) and circle the days of the week your child(ren) will be attending:

\_\_\_\_\_ **3 days per week** (\$100 a month 1st child; \$50 each additional child) **M T W T F**

\_\_\_\_\_ **5 days per week** (\$150 a month 1<sup>st</sup> child; \$75 each additional child)

\_\_\_\_\_ **Occasional user** (daily rate \$12 MTWT; must be registered for 3 or 5 days to use S.E.E.D. on Friday)

Will your child(ren) use morning S.E.E.D.? \_\_\_\_\_ **YES** (on a regular basis) \_\_\_\_\_ **OCCASIONALLY** \_\_\_\_\_ **NO**  
 \$40 per month \$5 per day

**List all students from your family enrolled in the Extended Day Program**

<u>STUDENT(S)</u>	<u>GRADE</u>	<u>STUDENT(S)</u>	<u>GRADE</u>
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_____	_____	_____	_____
_____	_____	_____	_____

APPROXIMATE TIME OF PICK-UP: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

PARENTS: Please put an "X" in front of the parent to be called **first** in the event of an emergency.

_____ Father's Name: _____	CELL PHONE: _____
_____ Mother's Name: _____	CELL PHONE: _____

PLEASE LIST BELOW THE NAMES OF TWO OR THREE RELATIVES OR NEIGHBORS WHO MAY BE CALLED AND WILL ASSUME TEMPORARY CARE OF YOUR CHILD IF YOU CANNOT BE REACHED IN TIMES OF EMERGENCY, ILLNESS, LATE PICK-UPS, ETC.:

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>PHONE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I HAVE READ THE S.E.E.D. INFORMATION AND AGREE TO ABIDE BY THE S.E.E.D. REGULATIONS.

PARENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REGISTRATION FEE: \$25 PER FAMILY

FORM DUE: JULY 1

<p><b>Office Use:</b>                      Registration Fee Paid                      Date: _____ Ck. # _____</p>
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