



# Extended Care Program

## 2021-2022 CONTRACT AND PICK-UP AUTHORIZATION

This form is required for ALL STUDENTS-even if selecting NO Plan

I grant permission for my child(ren) to be in PLAN:  
(indicate with an X the plan chosen- per the rates listed on the plan option sheet)

Plan A	Plan B	Plan C	Morning Care	No Plan
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I authorize the Registration Fee of \$35.00 per family to be withdrawn from my FACTS account for Plans A, B, or C. \_\_\_\_\_ (please initial). N/A for those in No Plan as no registration fee applies. First Fee to be withdrawn from your FACTS account in August.

Student Name: \_\_\_\_\_ Grade 21-22: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade 21-22: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade 21-22: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade 21-22: \_\_\_\_\_

My child(ren) has permission to be released from Extended Day by the persons listed below. I understand that the Extended Care staff will **NOT** release my child to any person not listed on this form without prior written permission. Due to liability limitations, **The Basilica School of Saint Mary cannot accept any changes to this list via the telephone.**

Make sure to list **ALL** individuals authorized to pick up your child, (i.e. babysitters, family, friends, coaches, tutors, etc...).

Name	Relationship	Contact Number

Names of persons NOT legally authorized to pick up your child.\*

Mother's Cell Phone Number: \_\_\_\_\_

Father's Cell Phone Number: \_\_\_\_\_

There may be on occasion the need to change your contractual Plan. Any plan change may be considered on a case-by-case basis.

**SIGNATURE:** \_\_\_\_\_  
Parent/Guardian Date Parent/Guardian Date  
\_\_\_\_\_  
Printed Name Printed Name

\*Appropriate paperwork, such as a divorce decree, should be attached if a parent or other individual is NOT allowed to visit or pick up the child.



# Extended Care Program

## 2021-2022 PROGRAM AGREEMENT FORM

This form is required for everyone in Morning Care, Plan A, B or C.

### Both Parents/ Guardians please read and initial each item

Initial \_\_\_\_/\_\_\_\_ The parents/guardians accept and agree to follow the policies and procedures of The Basilica School of Saint Mary Extended Day Care Center.

Initial \_\_\_\_/\_\_\_\_ The Basilica School of Saint Mary agrees to notify the parent/guardian whenever the child becomes ill and the parent/guardian agree to **immediately make arrangements** to have the child picked up.

Initial \_\_\_\_/\_\_\_\_ The parent/guardian authorizes The Basilica School of Saint Mary to obtain immediate medical care if any emergency occurs when he/she cannot be contacted immediately.

Initial \_\_\_\_/\_\_\_\_ The parent/guardian understands that the child must be picked up no later than 6 pm if on Plan A and 5 pm if on Plan B. It is also understood that services may be withdrawn from any family who is late three times in one calendar month.

Initial \_\_\_\_/\_\_\_\_ The parent/guardian understands that the director, with support from the Principal, has the right to withdraw/deny services when a student is perceived as disruptive to the extent that he/she infringes on the rights of others. Services will also be withdrawn if The Basilica School of Saint Mary ascertains that it cannot meet the specific needs of any child.

Initial \_\_\_\_/\_\_\_\_ The parent/guardian understands that services are only offered to families who stay current with their indebtedness to the Extended Day Center and to other school financial commitments.

SIGNATURE \_\_\_\_\_

Parent /Guardian      Date

\_\_\_\_\_

Parent/Guardian      Date

SIGNATURE \_\_\_\_\_

DIRECTOR

SIGNATURE \_\_\_\_\_

PRINCIPAL



**The Basilica School of Saint Mary –Extended Care Program**  
**STUDENT CODE OF CONDUCT AND DISCIPLINE FORM 2021-2022**  
**This form required for everyone in Morning Care, Plan A, B or C**

**Student Code of Conduct:**

- Students will always treat each other and all school personnel in a **RESPECTFUL** manner.
- Students will not be physically abusive (hitting, shoving, biting, wrestling, or throwing objects) or verbally abusive to others.
- Students are expected to clean up their area prior to leaving.
- Students will not damage school property or the property of others.
- Behavior that disrupts the normal activity in the center or threatens the safety of others will not be allowed. Students may be suspended or removed from the program.
- Students (grades 2 – 8) who attend optional study hall will respect others and work silently and independently.
- They will be asked to leave if disruptive and may not complete their homework at school.
- Electronic Devices are permitted such as Kindles/ E-readers for reading or homework **only** no internet use. **Cell phones may not be used. They will be taken and returned at Parent pick-up.**

**Discipline Procedure:**

- The student will be given a verbal warning for inappropriate behaviors. Parents will receive notifications after a second offense.
- Students with the guidance of an adult will be asked to work on a solution for a positive outcome and will work collaboratively with the Director.
- If the inappropriate behavior continues, the parent will receive written notification that their child may warrant a 24 hr. suspension. Suspensions will be effective immediately. If the student receives two written reports for the same or similar issues and has served two 24 hour suspensions, he/she will be removed from the Extended Care program.
- Suspensions may last beyond 24hrs due to the seriousness of the offense. This will be determined by the Director and the Principal.

**I have read, understand, and accept The Basilica School of Saint Mary Extended Care Student Code of Conduct and Discipline Procedure.**

<b>Parent/Guardian Signature:</b>	<b>Date:</b>
<b>Parent/Guardian Signature:</b>	<b>Date:</b>
<b>Student Signature:</b>	<b>Date:</b>
<b>Student Signature:</b>	<b>Date:</b>
<b>Student Signature:</b>	<b>Date:</b>
<b>Student Signature:</b>	<b>Date:</b>