



XDC Family Handbook 2024-2025

7:00 am to 6:00 pm
Monday-Friday

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PHILOSOPHY

St. John Extended Day Care is a ministry of St. John School and provides before and after school care to the children enrolled in St. John School, as well as those in neighboring schools. Extended Daycare seeks to see children achieve balanced physical, emotional, and intellectual growth by creating an environment of love and trust. Here, a child can learn by group participation, self-expression, and by one-on-one interaction with a teacher in his/her own way. It is our desire to be an extension of the home by reinforcing the values and character development begun there. We encourage a good relationship between the home and Extended daycare, and parents are welcome to visit or volunteer any time.

STATEMENT OF NON-DISCRIMINATION AND THE ADA ACT

St. John Extended Day Care is operated on a non-discrimination basis, with equal treatment and access to services without regard to race, color, religion, gender, sexual orientation, age, marital status, disability, or national origin. We follow the requirements under the ADA that prohibit discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protection to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.

OUR MISSION

St. John Extended Day Care provides a safe, Christ-Centered environment filled with love and trust. The Extended Day Care program is committed to providing developmentally appropriate enrichments that promote balanced growth in a child's physical, cognitive, and emotional well-being.

PURPOSE/PROGRAM

St. John Extended Day Care (XDC) is a Washington State-licensed program that offers before- and after-school care during the school year and a summer program for children ages 3 through 12. The Extended Day Care Program offers a flexible program that includes free play, games, creative arts and crafts, science and nature observation, music, sharing experiences, story time, homework time, and wholesome snacks.

RELIGIOUS STATEMENT

We want children to be surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God's world. Although we do not teach religion, St. John XDC celebrates Catholic traditions and religion by doing activities and crafts related to Catholic beliefs. We also do activities and crafts related to other religions and holidays.

HOURS OF OPERATION

St. John Extended Day Care is available from Monday through Friday, 7:00 am- 6:00 pm, year-round with the following exceptions:

New Year's Day
Martin Luther King, Jr. Day
Staff Retreats/Inservice
Presidents' Day
Memorial Day
Juneteenth
Fourth of July

Labor Day
Veterans' Day
Thanksgiving Day
The day after Thanksgiving
Christmas Eve
Christmas Day
Day after Christmas

In addition to the days listed, XDC will be closed two weeks and three days before the first day of the new school year. During this time, general cleaning and well-deserved breaks for the staff will occur.

NUT-FREE KITCHEN

St John Extended Day Care is a nut-free kitchen. Please check all labels to ensure that you are not sending items with any kind of nut product, including tree nuts in lunches or snacks.

PESTICIDE POLICY

St. John Day Care is dedicated to using the least amount of chemical pest control in our program to provide the healthiest environment possible for our children. St. John Day Care does not regularly apply pesticides to our facility/ building. In the event that any pesticides are used, all families will be notified. A copy of our pesticide policy is located in the co-director's office.

DISASTER POLICY

Procedures for emergency situations are posted in each classroom, as well as in the co-director's office. A Co-Director reviews the policies with each staff member regularly. A Co-Director is responsible for orienting classroom volunteers, new staff, and substitutes to these plans. Emergency situations are as follows: fire, gas leaks, earthquakes, flooding, building/ site evacuation, power outage, bomb threat, external or internal hazardous materials, shelter-in-place procedure, lockdown/intruder, crisis response, suspicious mail or package.

Procedures for fire and earthquake drills are conducted and documented each month. The lockdown procedure entails building closure, 911 calls, and releasing children to parents when an "all clear" is signaled. Other emergency procedures will consist of building assessment. If evacuation is necessary, there will be parent contact or notification of this occurrence. Our out-of-state contact number is St. Paul Christian Daycare, [1-360-695-2884](tel:1-360-695-2884). We listen to KIRO 710 or KOMO 1000AM radio stations for weather, snow, or emergency information reports. St. John School will also send a text message to all school parents who have opted to receive a message notification. Other safety precautions that the center uses include securing the outside entrance and having one point of entry to ensure building security, securing shelves and bookcases, and ensuring they are not overfilled or have items stacked too high. Food and water will be supplied for 72 hours for each child and staff member. Disaster and earthquake preparation, prevention, or training will be documented.

DISCIPLINE POLICY

The discipline policy is designed to aid children in developing inner control. Discipline is viewed as a process of the child learning appropriate behaviors. Positive reinforcement for "good" behavior in our warm, supportive environment promotes the child's self-confidence and increases desirable behaviors. The child is also encouraged to use their own words when dealing with peers and teachers.

When discipline is necessary, it will be handled by the XDC administration in a just and consistent manner appropriate to the situation. When the child's behavior is unacceptable, the staff will redirect

the child, separate the child from their group, and consult with a Co-Director. The Co-Director and/or School Administration will determine if consultation with the parent is necessary. If the child will not cooperate and is a threat to the staff, self, and other children, his/her parents will be called, and they will be asked to come and get their child.

Corporal punishment, humiliation, withdrawal of emotional support, or withdrawal of food (snack) is never administered.

PARENT VOLUNTEER OPPORTUNITIES AND POLICY FOR SUPERVISION

St. John Extended Day Care has an open-door policy. We encourage parents to participate and volunteer. Teachers need extra help with projects, cleaning, or attending field trips on-site. Staff supervises all access to children in the Extended Day Care program. Unsupervised access to children is only allowed between you and your own child. Parents may give written authorization for an individual to have unsupervised visits with children (i.e., tutor, parent). All other visits or meetings must be made by appointment, outside of hours when staff directly supervises children.

ADMISSION REQUIREMENTS

You must have on file with the Extended Day Care office a registration packet, an immunization record transferred to a CIS form and signed, and a health plan for allergies and medication. The paperwork must be completely filled out before a child will be admitted into the Extended Day Care program.

Any child between the ages of 3 and 12 may be enrolled in St. John Extended Day Care. Our facility is not equipped or staffed to provide children with toilet training. We will make accommodations for children with special needs in this area. Please talk to a Co-Director about your child's individual needs. Students of St. John School and St. John Preschool will have priority for space in the program. Students will also be given priority by the number of days they attend, starting with five days, four days, and three days. **Submitting an online request does not guarantee placement for your child in the Extended Day Care Program.**

CLASS SIZE

St. John Extended Day Care is governed by Washington State laws regarding student-teacher ratio. The ratio for preschool-aged children is one teacher for every ten students, with no more than 20 students. The ratio for school-aged children is one teacher for every 15 students, with no more than 30 per group.

EMERGENCY RECORDS

All emergency records must be accurate and up-to-date. Changes made in the school office for students of St. John School do not automatically transfer to Extended Day Care. For this reason, it is imperative that you report to a co-director immediately any changes in your HOME and WORK phone numbers contained in our files. In the event of a serious illness or injury, we want to contact the parent as soon as possible in your child's best interest.

IMMUNIZATION RECORDS

State law requires Extended Day Care to have Immunization record forms up-to-date, signed, dated, and on file in our office before a child can attend the program. Immunization forms do not transfer from the school office.

ILL/INJURED CHILDREN

St. John Extended Day Care complies with all Diocesan and State guidelines regarding students and

staff with communicable diseases. Students with 100 degrees F or more fevers, vomiting, diarrhea, pinkeye, draining or oozing rash/sore, or head lice will not be admitted to Extended Day Care. A child becoming ill during scheduled time in XDC will be made as comfortable as possible, away from the other children. Parents or other emergency contacts will be called and asked to pick the child up immediately. A staff member will call the child's parents/guardian to report to them if they receive a mouth or head injury. For more details, see the Health Care Policies binder in the Co-Director's office.

EMERGENCIES

If a child becomes seriously injured or ill while at Extended Day Care, the following actions will be taken:

1. The staff will call 911 if necessary.
2. The child will be given appropriate first aid.
3. Staff will notify the parent of the seriousness of the condition and which medical facility the child will be taken to if necessary.
4. A staff member will stay with the child until the child's parent(s)/ guardian arrives.

FIRST AID

A first aid kit is located in the Co-Director's office of XDC. Each lead teacher will have a to-go bag for their group containing traveling first aid kits. If a child has a simple scratch, a staff member will wash it with soap and running water, dry and cover it with a band-aid. An "ouch gram" will be written to the parent, and the injury will be recorded in our injury book. A staff member will call the child's parent if they receive a mouth/head injury.

MEDICATION

Only designated XDC staff will administer medications to children. The Instruction/Authorization form for all medications must be filled out completely by the parent/guardian before administration. Prescription medications must come to the Co-Director's office in the original container listing the child's first and last name, clear instructions of use, name of medication, dose, frequency, and length of time. Non-prescription medications must be in their original containers. The dose, frequency, duration, and method of administration specified on the manufacturer's label for the age and weight of the child must be listed and sent in a zip-lock bag with the child's name on it and a note from a doctor. All medicine will be sent home. *Children are not allowed to keep medication of any kind with them* (this includes aspirin, Tylenol, cough drops, and sunscreen). In cases where it is in the best interest of the child, such as a child with asthma, to keep medication with them to be immediately available, special authorization is required. Please see a Co-Director for all the forms mentioned above.

SIGN IN / SIGN OUT

The only people allowed to pick up a child are the child's parents/guardians and those listed as authorized on the child's application forms. A photo ID (e.g., driver's license) must be presented before we release a child to someone unfamiliar to the Extended Day Care Staff. **Every child MUST be signed in and out by an adult or parent designee using a full legal signature** (not including XDC staff). You may not drop off your child outside without coming in to sign the child in. The sign-in/out sheet is next to the office window in the main entrance lobby of the Extended Day Care Center.

COMMUNICATION

St. John School office sends an e-newsletter to families every Thursday evening. Extra information from XDC will be placed on your child's cubby throughout the year. There is a blue book on the sign-in/out counter of the check-in window for you to leave notes regarding your child (i.e., play dates, sick or not coming). Please have play dates prearranged; children will not be released without a form of parent

notification. Please email a Co-Director by 2:45 pm with any change in pick-up plans, or you must call the center's main number after 2:46 pm.

CHILD ABUSE

Suspected abuse will be reported to CPS at 1-800-609-8764. Signs of child abuse will be recorded in the incident book and immediately reported to a Co-Director. If a child is not picked up from Extended Day Care by 6:30 pm, and you have not contacted the Extended Day Care staff (782-9915) and we have been unable to reach your emergency contacts, we will seek direction from the proper authorities.

CUSTODY ISSUES

The focus and advocacy of the staff of XDC will always depend on the child's benefit. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide pertinent documentation.

CARE OF SCHOOL PROPERTY

St. John Extended Day Care utilizes school facilities. All children will regard, with care, whatever property is allowed to be used anywhere on the school campus. Fines equal to repair or replacement costs are imposed for loss or damage to property resulting from carelessness, negligence, or disregard for regulations. Accidental damage to property of value must be reimbursed as part of the child's social responsibility.

DRESS CODE

St. John Extended Day Care supports values that include personal respect and dignity, care for others, and pursuit of excellence. Student dress should be consistent with these values. Any attire or appearance seen as disruptive, contrary to basic values, or presenting a safety hazard is inappropriate. Students should appear neat, clean, and modest in dress appropriate for the weather. The Co-Director will be the final authority where there is a question. After school, children in XDC must remain in their school uniforms. If a child has a sports activity, he/she may change just before leaving. Children may not wear sports cleats in Extended Day Care. All shirts and dresses must have sleeves to prevent sunburn to the shoulders, even though we apply sunscreen frequently during the summer. Please send your child to summer XDC in **play clothes**, as we have many activities that could cause staining and ruin their good clothes. **Please send your child to XDC with tennis or other rubber-soled type shoes to prevent slipping when playing, especially outside.** Dress shoes and flip-flops can be dangerous at play and may not be worn. Please remember to put your child's name on all their clothes, especially sweaters and coats. The staff can identify them and return them to your child if they get lost.

DRUGS, ALCOHOL, AND RELATED SUBSTANCES

The possession or use by students of tobacco products, drugs, alcohol, or other illegal substances and related paraphernalia or devices used to administer them is prohibited. The policy in place for St. John School will apply to students in XDC violating this policy. Please refer to the St. John School Family Handbook for details.

FIELD TRIPS

Throughout the school year, we will take walks in the general area of the school. Permission forms **MUST** be signed and on file, before any child can go on an outing with Extended Day Care. Each field trip off campus will require a special permission slip filled out, signed, and returned before departure. The policy

is: “If your child does not have the payment and a permission slip in the day BEFORE the field trip, he/she will NOT be able to go.” We use the public transportation system, and we do not provide transportation. Emergency numbers and a travel first aid kit will be taken on all field trips. Fees for the field trip, including transportation fees, will be set by the Co-Directors and collected by XDC staff. Please send cash only with the exact change and have the money turned in by the day it is asked so we do not have to take extra time to recalculate fees just before we leave, as it may cause us to miss the bus we need. If your child is not here by departure time, your child will not attend the field trip.

TOYS / PERSONAL BELONGINGS

TOYS FROM HOME ARE NOT ALLOWED. Please help us by encouraging your child to leave their toys at home. **We are not responsible for lost or broken items.** The exception is “No School Days” and during “Summer Camp,” where children may bring a toy, game, doll, or electronic device.

Electronic times are limited to 30 minutes daily in two 15-minute blocks only (on non-school days). Please mark everything with your child’s name on non-school days. Children are assigned a “cubby” to store their coats, hats, and lunch boxes.

HOMEWORK

School-aged children will be given 30 to 45 minutes daily to work on their homework. XDC staff will assist students where they can, but they will not force students to work on or complete assigned schoolwork. Please note to your child’s XDC teacher if you **do not** want your child to do homework during this time. Students may choose to do other quiet activities during this period. St. John teachers of primary students prefer that school homework be done with parent supervision, although the Extended Day Care staff will provide homework time for all students in XDC.

INCLEMENT WEATHER

St. John XDC follows the same policy regarding closure as St. John School. XDC will be closed whenever school closes, and notification will be announced via morning broadcasts on all major radio stations (KING, KIRO, KJR) and TV stations (KOMO, KIRO, KING) and a text message. St. John School and Extended Day Care normally follow the Seattle Public Schools schedule. However, because public schools bus children and we do not, we will not always close when they do. We will make every effort not to close daycare, but you should always be sure to have at least one alternate daycare option for your child if XDC does have to close for any reason. Closure of the facility in these circumstances is done for the safety of the children and the staff who care for them.

NAPS (Rest Time)

Supervised rest periods are provided for all children attending the AM Preschool session and for children in daycare for 6 hours or more or need a rest period per WAC laws. Rest periods vary in length according to each child’s needs. Extended Day Care provides cots and sheets. Sheets are laundered each week and are kept exclusive to individual children during the weekly period. A special blanket and soft toy can be brought from home for rest time. It is best if these can stay at XDC in each child’s special box. Please provide a spare pair of underpants, socks, shirts, and pants for those occasional “accidents.” If we have to put **our** extra clothing on your child, **please wash & return them as soon as possible.** We may need it for another child.

MEALS AND SNACKS

We follow the USDA standards for meals and snacks for lunches provided to children. Lunches should include a variety of fruits, vegetables, a type of protein, and milk or water to drink, and a very limited amount of sugary drinks and treats. Extended Day Care will provide your child with items to meet

standards if the meal does not meet requirements. A morning snack is served to students arriving before 7:30 am. Our snack schedule is as follows:

School Year

7:30-8:00 am	Breakfast-
(according to State guidelines-3 components)	
11:00-11:45 am	Lunch
1:45-2:00 pm	Snack (Preschool)
3:15-4:00 pm	Snack (K-5 alternate times)
5:00 pm	Preschool Snack

Summer Time

8:00 am	Breakfast
(according to State guidelines-3 components)	
11:00 am	Lunch
2:00 pm	Snack
5:00 pm	Snack
5:30 pm	Grades K-5 Snack

Please note that these times may vary.

You may bring in treats for your child's birthday or special occasions, but they must be store-bought and nut-free. Be sure to read the labels.

You may purchase hot lunch or milk through the school lunch program during the school year. If your child has any special diet restrictions, be sure to indicate that on your application. There are special forms to be filled out by your child's physician if he/she has allergies. These will be given to you by a Co-Director; please fill out and return them immediately. If your child forgets his/her lunch, we will provide one the first time; after that, you will be charged \$6.50 (price subject to change due to school lunch cost), which will appear on your monthly bill.

PHOTOGRAPH RELEASE

At times, photographs of students in different activities are used for school publicity or promotional activities. There are times when local or national media representatives will cover our school; therefore, photographs or videos are taken to augment a story. If possible, we will give you advance notice of such requests. However, we reserve the right to approve the proposal as the situation may warrant. XDC also takes snapshots of students to display in photo albums, art projects and around the rooms. Children like to see themselves in pictures, but please let a Co-Director know if you have any objections. There is a form to sign if you do/ not wish for your child to have his/her photo taken.

SCHOOL RULES

St. John's rules apply to students attending St. John Extended Day Care. Please see the St. John School Family Handbook for complete rules.

USE OF VIDEO FILMS/MUSIC TAPES/CD'S

At times, videos are shown - up to 30 minutes of educational programming per week, if at all. We will only show "G" rated movies. Occasionally, we will watch a PG-rated movie and send families a permission note. Every effort is made to preview them as to their suitability. The policy is the same for music tapes and streaming sites. Children wishing to bring movies from home must get permission from

their parents and XDC Co-Directors before viewing the movie. We keep movies for special occasions and when the children have been inside all day because of rain and extreme heat. We discourage television, but occasionally, there are educational programs that we may watch.

DAILY SCHEDULE

7:00 am	Begin arrival of children
7:00-8:00 am	Free choice/Snack
8:00-8:10 am	Free choice/Clean up
8:10-8:15 am	Dismissal to their classrooms
8:10 am	Escort AM Preschool to class
8:15-12:15 pm	AM Daycare for PM Preschoolers
9:00-9:30 am	Outside play (weather permitting)
9:30-11:00 am	Free choice/teacher-directed activities-music, art, cooking
11:00-11:10 am	Clean up time/ Large group time/Lunch for PM Preschool
11:15 am	Arrival of Montessori AM Preschool
11:15-12:10 pm	Lunch for AM and PM Preschool/Circle time
12:15 pm	Escort PM Preschool to class
12:10-2:15 pm	Clean up/Circle time/Bathroom/Rest time/quiet activities/ Preschool Snack
2:15-2:45 pm	Outside play (weather permitting)
3:00-3:15 pm	K-5 check-in time/PM Pre-school arrives
3:15-3:45 pm	K-5 Snack time (staggered classes)/Preschool activities
3:30-4:00 pm	K-5 Outside play (staggered groups)/Preschool area free choice
4:00-5:00 pm	Homework time for 2 nd grade and up Planned activities K-1 st grade Preschool outside
5:00-6:30 pm	Kindergarten through 3 rd grade gather in the Big Room
5:30-6:00 pm	Snack- Preschool gathers in Big Room/outside, weather permitting

Please note the above is a general outline subject to change.
Daily schedules are posted for each grade in the XDC classroom.

REGISTRATION FEE

St. John Extended Day Care charges a non-refundable registration fee of \$100.00 per family. Late registration will be charged a late fee. This fee covers student enrollment for one year, starting September 1 to August 31. The fee covers administrative costs for maintaining new student records and does not apply to usage. **This does not guarantee your child's spot.** A new registration form for each child in Extended Day Care must be completed each year.

WAIT POOL

Frequently, there are more applicants than openings available in certain grades. Applications for students who cannot be placed are held in a "wait pool." As openings become available, all students in the wait pool are considered for admission.

DROP-INS

Due to licensing regulations for teacher/student ratio, we will only accept DROP - INS with advance notice and space available. This fee is \$ 15.96 for AM (7:00-8:20 am), \$31.34 for preschool (11:15-3:00 pm/ 8:15-12:15 pm), and \$31.34 for 3:00-6:00 pm.

NON-REGISTERED STUDENTS

Students remaining on school premises 15 minutes after dismissal will be checked into XDC. The fee for this service is \$39.30 per hour with an ½ hour minimum and will appear on the next monthly statement.

CHILDREN UNACCOUNTED FOR

Please notify us by phone, email, or a written note if your child will not be in XDC when scheduled. Our staff is responsible for your child's safety and will spend as much time as necessary to locate him/her. Police will be contacted only in cases where a Co-Director determines all efforts to locate a child have been exhausted in a reasonable time and if the safety of the child is in serious question. **Playdates** must have a written note to authorize someone to pick up your child from XDC. We will not make phone calls after 3:00 pm for play date arrangements; these must be pre-arranged. If there is no note, call, or email, your child will not be released from extended day care.

INSTRUCTIONS FOR PAYMENT

St. John Extended Day Care uses a contracted system. Our payment plan works this way:

- Contracts are billed August-May
- Calendar order forms for extra hours (one per child) are to be **completely** filled out on or before the 15th of the preceding month
- On the bottom of the calendar order form, add extra plans needed for the month (i.e., no school days, noon dismissal, vacation)
- On the bottom of the calendar order form, please date and sign form lines.
- Please do not include payments. All billing will be done through FinalSite/SchoolAdmin.

NON-CONTRACTED DAYS

Rachelle Overby will need an e-mail confirmation to add an extra day. Even if you have called to inquire about adding an extra day, we need it in writing, along with a filled-out calendar order form. We will bill that added day whether you use it or not. Days are not to be made up. If you add a day to replace a missed day (i.e., no school day, holiday, or sports practice), you will be billed in addition to your contracted amount.

UNUSED CONTRACTED DAYS

No Refunds or credits will be given for days missed for any reason.

EXTENDED DAY CARE PAYMENT PLAN

Contracts are billed from August through May via FinalSite/SchoolAdmin. When your child's class is not in session, these times are not part of your contract; these additional hours will need to be ordered. The calendar order form is emailed and will be located on the sign in/out counter. You may add a Noon dismissal day, no school day, or a pre-approved additional block to your contracted days even if it is not your normal contracted day. **Please DO NOT send your child to daycare on a non-contracted day without first checking with a Co-Director.** This does affect our teacher/student ratio, and you will be charged double.

CALENDAR ORDER FORM is due on the 15th of the preceding month of service. Please fill out one calendar order form each month for the days needed.

Plan A is \$15.97, Plan B/C is \$31.34, and Plan D is \$31.34. School days are added, then times by these amounts to make contracts for the school year. There will be a \$ 62.69 charge for a full day and \$31.34

charge for a part day, and/or \$15.97 for AM if arrangements have been made for your child to attend on an unscheduled day, whether that day is used or not. If you are going on vacation, play dates, or sports events, you must still pay for the contracted days you signed up for. Adjustments will not be available, and Non-contracted days will be billed. Days do not carry over or are exchanged for the next month or exchange between students.

SCHEDULE CHANGE

Schedule change may occur with 30 days written notice. Withdrawal “for cause” tuition will be prorated for 30 days after notice. Withdrawal for cause only includes a change of workday, job relocation, or family emergencies. **Extracurricular activity schedules do not apply to contract changes.** If thirty days notice is not given, you must pay for the upcoming month and will be billed the monthly contracted amount.

NOON DISMISSAL, NO SCHOOL DAYS, HOLIDAY BREAKS

These days are not included in the contract. These are additional days you can add to your monthly contracted amount.

- **Noon Dismissal Days** will be \$31.34 per day per child.
- **NO SCHOOL Days/ Holiday Breaks** will be \$62.69 per day per child.
- These days will be indicated on the calendar

LATE FEES

Late fees are assessed at \$1.00 per minute after the closing time of 6:00 pm and will appear on the next monthly statement.

PRESCHOOL PARENTS

If you have your child in XDC preschool from 11:15 to 3:00 pm, they **MUST** be picked up by 3:00 pm or you will be assessed a late fee of \$1.00 for every minute after 3:00 they are here. This is one of the critical times of the day. We have PM preschoolers coming from the Montessori program who stay later, and we still have all the AM preschoolers who also stay later. It is challenging to stay within licensing compliance when children are not picked up by the expected time. If you have older children, **PLEASE help us out by picking up your preschooler from XDC first.**

St. John Extended Day Care is a quality program providing care to close to 150 children. The intent of the program is to provide service to families as close to the cost of operation as possible. Our program is a nonprofit-making venture.

**St. John School Extended Day Care Payment Plan
For the 2024-2025 School Year**

2024-25 XDC Fees	5 days per week	4 days per week	3 days per week
Plan A - 7:00am-8:15am	\$2,115.00/yr (\$212.00/mo.)	\$1,699.00/yr (\$170.00/mo)	\$1,307.00/yr (\$131.00/mo)
Plan B - 8:15am-12:15pm	\$5,394.00/yr (\$539.00/mo)	\$4,484.00/yr (\$448.00/mo)	\$3,450.00/yr (\$345.00/mo)
Plan C - 11:15am-3:00 pm	\$5,394.00/yr (\$539.00/mo)	\$4,484.00/yr (\$448.00/mo)	\$3,450.00/yr (\$345.00/mo)
Plan D - 3:00pm-6:00pm	\$4,075.00/yr (\$408.00/mo)	\$3,163.00/yr (\$316.00/mo)	\$2,519.00/yr (\$252.00/mo)
Plan E - Full day when school is not in session	\$62.69/day	\$62.69/day	\$62.69/day
Plan F - Half day when school is dismissed at noon (noon dismissal)	\$31.34/day	\$31.34/day	\$31.34/day
2024-25 AFS Fees (After School Study, Grs. 6-8)			

Plan E (full day, \$62.69) and Plan F (half day, \$31.34), are optional days not included in the annual contract and can be ordered for days that school is not in session. Orders must be reserved by submitting a monthly ordering calendar by the 15th of the month, preceding the month of service. (Example: To reserve 5 days over Christmas Holidays, order must be received by November 15.) Plan E is available on days school is not in session; Plan F is available only on days school is dismissed at noon.

Billing & Payment: Annual contracts are billed monthly over 10 months (August 2024-May 2025). XDC Tuition Fees and additional optional days (Plans E and F) are billed through FinalSite/SchoolAdmin.

Refunds and/or credit are not given for days missed for any reason.

Withdrawal: Billing will be prorated for 30 days after written notification of withdrawal.

Enrollment Fee: An enrollment fee of \$100 per family is required. This fee is non-refundable unless we are unable to accommodate your child.



**St. John School Extended Daycare Policy/Handbook
Receipt and Acknowledgment Form**

Student(s) Name _____
(please print)

Parent/Guardian Name _____
(please print)

My signature below confirms I have received a copy of the Extended Daycare Policy/Handbook, and I will discuss any questions with the directors. I understand that I should become familiar with the material in this handbook.

I understand that detailed copies of all policies are available for my review in the Extended Daycare site: <https://extended.st-johnschool.org/>

I understand **WAC110-300-0085** Advised the parent of the child's progress and issues relating to the child's care and individual practices concerning the child's special needs. This will be met by informal conversations.

I understand that the policies are reviewed and updated annually. I will be notified of any policy changes.

Parent/Guardian Signature _____

Date signed _____