



St. Louis School Extended Care Program

May 2025

Dear Parents,

Extended Care paperwork is required from **all** families, even if you don't plan on using the programs. **This form must be received no later than June 1 or a late response charge (\$25) will be billed to your FACTS account.** We require this paperwork in the event of an unexpected use of either morning or afternoon programs so that we have a record of who is approved to pick up your child. Extended Care registration does not roll over from one year to the next. You must reapply each year.

EDC Forms required:

Plan A, B, or C and Morning Care

- Contract
- Pick-Up Authorization Form
- Program Agreement form

No plan:

Contract Form:

- Pick Up authorization form
- Pages 3&4

If you select No Plan and you or your carpool is late picking up your child, your child will be held at Extended Day, and a fee of \$25 per hour/ per child, or any portion of an hour, will be charged. An additional \$25 fee will be charged if payment is not received by the 30th of the Month.

PLANS A, B and C

Registration will close as soon as we reach the maximum capacity of caregiver to student ratio. It is important that you return your forms as soon as possible. Virginia law requires an Extended Day Care Center to maintain separate and complete records for the children in their care.

There is a \$40 registration fee per child for signing up for Morning Care, Plans A, B or C. Children in Plans A, B or C do not pay an additional registration fee for Morning Care use.

All fees will be billed/collected from your FACTS account.

Plans A and B families will have your monthly fee invoiced and payment made through FACTS AutoPay (withdrawals begin in August and run through May).

Plan C and Morning Care families will be invoiced through FACTS no later than the 10th of the prior month of usage. Questions? Email EDCoffice@stlouisschool.org

Please upload pages 2-3 and page 5 of the EDC Packet online by June 1st



**St. Louis School Extended Care Program
CONTRACT FORM 2025-2026**

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

I grant permission for my child(ren) to be in PLAN:

☐ Plan A	☐ Plan B	☐ Plan C	☐ Morning Care	☐ No Plan
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Registration Fee:

I authorize the registration fee of \$40.00 per child to be withdrawn from my FACTS account (Auto Pay) for Morning Care, Plans A, B, or C. ____ (Please initial).

Please note: No registration fee is required for those in No Plan as no registration fee applies.

Student Information:

Student Name _____ Birthday _____ Grade _____

Student Name _____ Birthday _____ Grade _____

Student Name _____ Birthday _____ Grade _____

Student Name _____ Birthday _____ Grade _____

Parent/ Guardian Information

Father's name:	Email:
Home address:	Cell phone:
Mother's name:	Email:
Home address (if different from above):	Cell phone:

Please upload pages 2-3 and page 5 of the EDC Packet online.



St. Louis School Extended Care Program
PICK-UP AUTHORIZATION FORM 2025-2026

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Pick Up Authorization Information:

My child(ren) has permission to be released from extended day by the persons listed below. I understand that the extended day staff will not release my child to any person not listed on this form without prior written permission. School pass changes will be honored. **Due to liability limitations, St. Louis school cannot accept any changes to this list via the telephone.**

**Make sure to list all individuals authorized to pick up your child,
(Babysitters, family, friends, tutors, etc....)**

Name:	Relationship	Contact Number

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

Name(s):

***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. Please provide a picture if available. There may be an occasion where the need to change your contractual Plan occurs. Any plan changes may be considered on a case by case basis.**

Signature:_____ **Date:**_____

Signature:_____ **Date:**_____

Office Use Only

Date Received:	Plan Chosen:
Required Signatures:	Facts:



St. Louis School Extended Care Program

St. Louis Catholic School: Extended Care Plan Options

Plan	Times	Registration Fee	Annual Fee	Late Fee	Payment
A Your child is automatically enrolled in EDC for the entire year.	3:15 pm-6:00 pm, T, Wed, Th, F 2:15 pm-6:00 Monday 11:30 am-4:00 pm Early dismissal days	\$40 Annually to be withdrawn via FACTS Auto Pay per child	\$3,250 per year/per child	\$5 for every 3 minutes, or portion thereof, for each child will be assessed for children picked up after 6:00pm	The annual fee is charged in FACTS Auto Pay and will be payable in 10 equal installments (August- May). A late fee of \$25 will be assessed on any payment not received by the 30th of the month
B Your child is automatically enrolled in EDC for the entire year.	3:15pm-5:00pm, T, Wed, Th,F 2:15 pm-5:00 pm Monday 11:30am-4:00pm early dismissal days	Same as above	\$2,250 per year/per child	Same as above for children picked up after 5:00pm	Same as above
C Use the SchoolPass app to add your child for the day to EDC or send an email notification to attendance@stlouiscatholic.org no later than 11:30 am of the day they will attend EDC.	Hourly: 3:15 pm-6:00 pm, T, Wed, Th, F 2:15 pm-6:00 pm Monday 11:30 am-4:00 pm Early dismissal days	Same as above	\$12.50 per child per hour, or any portion thereof	\$5 for every 5 minutes, or portion thereof, for each child will be assessed for children picked up after 6:00pm	Fee is invoiced and charged through FACTS. You will be billed monthly based on your usage of the previous month. A late fee of \$25 will be assessed on any payment not received by the 30th of the month.
Morning Care May attend without prior notification.	6:30- 7:30 am or anytime between. M,T,W,Th,F. (Snow days follow FCPS)	(Fee waived if enrolled in A, B, or C)	\$10 per day, per child	Drop off must be completed by 7:25.	Fee is invoiced and charged through FACTS. You will be billed monthly based on your usage of the previous month.
No Plan***	I do not plan on using EDC services for the 2025-2026 school year.				

***No Plan: I understand that I may not use morning care/ afternoon care unless my child is registered. I understand that if my child is not picked up when the school day ends and is sent to the extended day for any reason, he/she will be held in extended day and a fee of \$25 per hour/ per child, or any portion thereof, will be assessed.



St. Louis School Extended Care Program
PROGRAM AGREEMENT FORM 2025-2026

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 St. Louis School Extended Day Care Center.

Initial ____/____ St. Louis School agrees to notify the parent/guardian whenever the child becomes ill and the parent/guardian agrees to immediately make arrangements to have the child picked up.

Initial ____/____ The parent/guardian authorizes St. Louis School 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 6pm if on Plan A and 5pm 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 St. Louis School 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 _____

SIGNATURE _____ Parent /Guardian Date _____

DIRECTOR SIGNATURE _____

PRINCIPAL SIGNATURE _____