



May, 2020

Dear Parent or Guardian,

Welcome to the St. Emily Extended Care Program. Our program is designed for the parents who need care for their child before the school day starts as well as after the school day ends.

You will find the Registration Form attached as well as the Weekly Sheets for the first two weeks of school. Please be mindful of the due dates on these forms. **ALL REGISTRATION FORMS ARE DUE BY FRIDAY, AUGUST 14. Due to these uncertain times, A LATE REGISTRATION FEE OF \$20 WILL NOT BE CHARGED UNTIL MONDAY, AUGUST 31, 2020.**

Forms for Week 3 and on will be available weekly on our Wednesday News, the school office and above the sign out table in Sullivan Hall. Forms are due by the end of the business day listed. A \$10 late fee will be charged if received after that date. The due date is normally the Friday before the week of care. Please keep in mind if we are off on a Friday, there will be a different due date listed. If you have a child in Pre-K please make sure to hand in the form on their last day at school for the week. No credit is given for days not attended.

We open at 6:30 am and close promptly at 6:00 pm. Any pick up after 6 pm **will be charged a \$20 late fee.**

If you have an emergency and need to send your child on a day that you didn't schedule, simply call the office and ask to be added to the list.

We are located in Sullivan Hall, in the lower level of the school.

Any questions or concerns, please contact me at kwosz@stemily.org or 847-296-3490, ext. 231. We do have voicemail.

We are looking forward to a great school year with your child.

Sincerely,

Kathy Wosz
Director
St. Emily Extended Care Program