



July 3, 2019

Dear Parents,

The 2019-2020 school year is not long away! As always, the new year will bring lots of excitement and plenty of things to accomplish and enjoy. The Saint Ann Catholic School Extended Day staff wants to serve you with your before and after school care needs. The Extended Day program is offered to all students in our pre-kindergarten 4 year-old full day class through eighth grade.

Parents of all students in grades Pre-K 4 Full Day through eighth grade are required to complete and submit an Extended Day Registration form for each child and one contract per family. Registration ensures that every student can be supervised in the event of an unexpected emergency. To help us better serve you and make necessary preparations, the registration **due date is August 22, 2019**.

We charge a Registration Fee of \$30.00. The Registration Fee covers the cost of an electronic sign-in/sign-out system. This system assists staff and parents in maintaining a safe and secure release of students, as well as supports billing accuracy. We encourage parents to pay the fee at the time of registration; however, you may opt to pay the fee the first time you use the Extended Day program.

The Extended Day Registration Fee may be added to your FACTS account, at your request, if you pay the fee at the time of registration. If you opt to pay the Registration Fee the first time you use the Extended Day program, you must pay the fee by cash, check, or credit card.

For those who have used the Extended Day Program in the past, **please take note of the new rates for the 2019-2020 school year**. There is a small increase in the rates for Plan A and Plan B and a more significant increase in our drop-in rates. Many schools do not offer a drop-in option at all because it is difficult to know how many students you will have, day to day. This makes ensuring we have the correct number of employees on hand much more difficult. Our drop-in option is intended to be in place for those who only need extended care one or two days a week or in the event a scheduling conflict prevents you from being able to pick your child up at the usual dismissal time.

Extended Day will be available beginning the first day of school to only those families who have submitted their completed registration forms by the due date. Forms can be mailed or dropped off when attending Pop in for Popsicles on August 22.

We look forward to serving you. If you have questions, please feel free to contact me at (703) 525-7599 or at mscheessele@stann.org.

May the remainder of your summer be filled with rest and relaxation!

In Christ,

Marie Scheessele
Extended Day Director