



June 2023

Dear Parents,

The 2023-2024 school year is not long away! As always, a new school 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 after school care needs. The Extended Day program is offered to all students in our pre-kindergarten 3 year-old full day class through eighth grade. Morning drop off care is included at no additional cost for those families who are registered with an Extended Day Plan only starting at 7:00am.

We want to ensure the safety and health of everyone; therefore, we must meet local, state, and Diocesan staffing guidelines and directives for aftercare programs. In order to ensure proper supervision each day, all families wishing to use Extended Day must commit to one of four yearly plans.

Parents of all students in grades Pre-K 3 Full Day through eighth grade, who wish to use Extended Day services, are required to complete and submit an Extended Day Registration form and contract. To help us better serve you and make necessary preparations, **the registration and fee due date is August 4, 2023. Registrations received after this date are not guaranteed a space in Extended Day.**

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. The Extended Day Registration Fee may be added to your FACTS account, at your request.

**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 brought to the main office or mailed to Saint Ann Catholic School, Attn: Tara O'Keefe 980 North Frederick Street, Arlington, VA 22205.

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

May the summer be filled with peace and relaxation!

In Christ,

Tara O'Keefe  
Extended Day Director