

MCA

Mount Carmel Academy

Where Learning Touches Lives

Extended Day Program 2007-08

The Extended Day program at MCA is designed to provide Mount Carmel Academy parents convenient, reasonably priced before and after school care for students.

Dates and Hours of Operation

The MCA Extended Day Program runs from 7:00 AM-8:00AM and 2:30 PM-6:00 PM.

The program operates each day the school is in session, other than the first (August 27) and last (June 8) day of school. Care is available 174 of the 176 days of student attendance. There are nine months in the program. August and September are considered one month; May and June are considered one month.

Contacting the Extended Day Program

Phone calls regarding the program should be made to:

School Office	773-525-8779	8:30AM-3:00PM
Extended Care	773-330-6653	7:00AM-8:30AM and 3:00 PM-6:00PM
Emergency Only	773-318-9689	Principals Cell Phone

Registration Form

The attached registration form must be completed for every child who attends the program.

Picking Up Your Child

Please be prompt for the sake of the children and staff. Fee for late pick-up is \$1.00 per minute. Please call if you are running late. If we have not heard from you by 6:00 PM we will begin to call emergency contacts.

If you are chronically late, you will be asked to arrange some other type of care for your children.

All children must be signed out and the time of departure noted. Only those people listed on the registration form should pick up your child. If someone NOT on the list needs to pick them up, please call and let us know. If staff does not recognize someone attempting to pick up your child we may ask them for photo ID.

Important note to divorced or separated parents: legally, we cannot refuse to release a child to a parent without current, proper legal documentation indicating otherwise. If this is a potential problem, you must submit a copy of current, proper legal documentation.

Snack

Extended Care begins immediately after school ends. Students are not allowed to leave the building for any reason. A snack is provided each day.

Financial Matters

We offer a wide variety of pricing structures in order to meet the various needs of our families. Rates are per student.

Rates

<u>Time of Day</u>	<u>Daily</u>	<u>Monthly Unlimited Usage</u>	<u>Yearly Unlimited Usage</u>
A.M. Only	\$8.00	\$75.00	\$500.00
P.M. Only	\$12.00	\$200.00	\$1,600.00
A.M & P.M.	\$15.00	\$230.00	\$1,800.00

Material Fee

There is a yearly \$25.00 per student material fee. The material fee is due at the beginning of the school year. It is required of daily attendees after the third visit.

Payment Options and Responsibility

The Extended Day program is provided as a convenience for our MCA families. It is imperative that payments are prompt. Families that fall behind in their payments will be asked to make other arrangements for child care.

We strongly encourage all families to pay in advance with a check or credit card.

Please make checks payable to Mount Carmel Academy and send them to the school office. You may call the school secretary, Peg Semple, to make credit card payments over the phone at 773-525-8779.

Daily payments must be made on the date of service.

Monthly payments are due in advance on the FIRST school day of each month. For example, the monthly payment for December is due prior to December 3rd.

Yearly payment is due by August 27th, 2007.

No family whose school tuition is seriously delinquent may use the Extended Day Program.