



Saint Brigid School
Extension Program
Sr. Jesus Poncela
Main phone: 415.673.0434

Extension Program Registration Form

2022-2023 Academic Year Enrollees

Pick up Schedule and Fees (August-June)

# of Children	Dismissal to 4:00 PM	Dismissal to 5:00 PM	Dismissal to 6:00 PM
1	\$ 2,820.00	\$ 3,460.00	\$ 4,075.00
2	\$ 4,230.00	\$ 6,890.00	\$ 7,050.00
3	\$ 5,660.00	\$ 7,020.00	\$ 8,350.00

Non-Refundable Registration Fee (academic year enrollees only): **\$125.00** per child

Fees will be charged in one installment, due on or before September 15, 2022 - or - in two installments with the first payment due on or before September 15, 2022 and the second payment due on or before January 15, 2023.

Late Charges are applied if the child is not picked up at the scheduled pick up time. The late charge is billed at **\$5.00 per minute after 6:00 PM.**

Hourly Participation Rates - n/a

****Please Note This Essential Change****

Until Further Notice Drop-In Care Is NO LONGER AVAILABLE
due to COVID-19 restrictions.

Children who are not picked up in a timely manner cannot be checked in to after school extension care. These students will have to remain in the school yard until a parent or guardian arrives. After a 5 minute grace period, a \$25 fee plus \$5 per minute penalty will be assessed, payable by cash or check at the time of pick-up.

We thank you for your understanding and cooperation.
We will notify the community when drop-in care becomes available.

Registration Information:

Name of Child 1: _____ Grade: _____

Name of Child 2: _____ Grade: _____

Name of Child 3: _____ Grade: _____

Allergies -

Please list all allergies that your child(ren) may have:

Allergy Emergency Action Plan:

IS CHILD'S ALLERGY MEDICATION IN THE SCHOOL OFFICE? Yes () No ()

Parent/Guardian Information:

Name of Parent/Guardian 1: _____

Home Address: _____

City/State/Zip: _____

Cell Phone: _____ Email: _____

Home Phone: _____ Work Phone: _____

Name of Parent/Guardian 2: _____

Home Address: _____

City/State/Zip: _____

Cell Phone: _____ Email: _____

Home Phone: _____ Work Phone: _____

Authorized Pick-Up 1:

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____

Authorized Pick-Up 2:

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____

Select the time your child(ren) will need to be in the Extension Program:

- 1) _____ Until 4:00 PM
- 2) _____ Until 5:00 PM
- 3) _____ Until 6:00 PM
- 4) N/A Hourly Participant

Emergency Release Authorization -

In the event of an emergency, Saint Brigid School Extension program is authorized to release your child to the following individuals**:

- 1) Name: _____ Relationship: _____
Address: _____
Phone: _____ Email: _____
- 2) Name: _____ Relationship: _____
Address: _____
Phone: _____ Email: _____
- 3) Name: _____ Relationship: _____
Address: _____
Phone: _____ Email: _____
- 4) Name: _____ Relationship: _____
Address: _____
Phone: _____ Email: _____

****PLEASE NOTIFY SAINT BRIGID OF ANY CHANGES AS SOON AS POSSIBLE****

Carpool Authorization -

If you are in a regular carpool, please list all drivers who are authorized to pick up your child/children:

- 1) Name: _____ Phone: _____
- 2) Name: _____ Phone: _____
- 3) Name: _____ Phone: _____
- 4) Name: _____ Phone: _____

Saint Brigid Extension Program staff will not release your child to anyone without your written consent. All arrangements for pick-ups by persons outside of the parties listed on this form (for play dates, sports, and any other activities) must be confirmed in writing to Mrs. Mary Baynes mbaynes@saintbrigidsf.org. A phone call cannot substitute for written consent by email.

Extension Program Policies

The Extension Program operates via the same philosophical guidelines as Saint Brigid School. Its' staff are dedicated to giving all students a safe space in which to spend their time after school. Our goal is to provide an atmosphere that nurtures and, as nearly as possible, resembles the home environment to meet the needs of our SBS families. Parents and students, **please sign the Extension Program Contract below** after reviewing these policies with your children. These policies are intended to keep all of our students safe!

- 1. Sign-in/Sign-Out:** Parents or authorized persons **MUST** sign every child out each day on the designated sign-in / sign-out sheet (*students may NOT sign themselves out*).
- 2. Pick-up Changes:** Parents **MUST** notify the Extension Program Director via email if a non-authorized person is picking up your child. A phone call is **NOT** considered legal verification for pick-up and your child will not be released.
- 3. Late Pick-up:** A \$5.00 fee per minute is charged for pick-up past 6:00 pm or after your regularly scheduled pick-up time.
- 4. Extension Program Guidelines:**
 - DROP IN CARE IS NOT AVAILABLE UNTIL FURTHER NOTICE. Extension Program is only available to enrolled students as limited by SFDPH COVID-19 restrictions and guidelines.
 - All students must go directly to the Aftercare Room following dismissal.
 - Children must stay in designated Extension Program areas and ask permission to go from one place to another. In order to ensure their safety, staff must know where your child is at all times. This includes travel to and from school areas such as but not limited to: bathroom, cafeteria, school yard, homework in hallways, and aftercare room.
 - Cell phones are **NOT** allowed during Extension Program hours.
 - Any child who is sick may not check into the Extension Program and parents will be asked to pick-up their child immediately.
 - Disciplinary Action- follows the same guidelines as outlined in the *Saint Brigid School Student Handbook*

COVID-19 Extension Care Policies

- Extension care students must bring their own snacks and water to eat/drink daily. Saint Brigid Extension Care is unable to provide food and beverages until further notice.
- All extension care students will be screened prior to extension care check-in. This may include a symptoms, exposure and temperature check which will be completed before students, faculty and staff, and visitors will be allowed on campus. Anyone who has a temperature above 100.4°F, is

showing symptoms, or has been exposed to COVID-19 will not be allowed to enter extension care and will be sent home.

- If a student becomes ill, the Extension Care space will be closed and the entire group will use an alternative location while the classroom is being cleaned and disinfected. The sick child will be moved to a designated isolation space. The designated isolation space has windows to maximize outdoor air circulation and a private bathroom attached. The student will be asked to keep face coverings on if possible. Students will wait in this space until a parent or guardian can pick them up. When the student departs that area will be closed off to others as soon as feasible, and quickly cleaned and disinfected. When the parent or guardian arrives to pick up the sick student they must wait outside. A Saint Brigid staff member will walk the sick student outside to meet the parent or guardian. Students who become sick may not be allowed to return to campus until a negative covid-19 test has been submitted to the school's front office or until a 10-day isolation and quarantine period has been completed. Any student exposed to a confirmed case or covid-19 will have a notification letter go home to their parent(s) or guardian(s). Please follow the directions in the letter which may include a requirement to take a covid-19 test or to follow isolation or quarantine protocols. These requirements are subject to change as health guidance and best practices for schools evolve. Additionally, Saint Brigid School reserves the right to implement stricter protective covid-19 policies than local or state requirements in the event that circumstances require a stringent response to any surges or outbreaks within our community and/or to best protect our teachers, staff and students and prevent a school, classroom or activity closure.
- Every person, students of all ages, Saint Brigid faculty and staff members, as well as any visitor on campus, is expected to wear a face covering over both their nose and mouth while onsite at Saint Brigid School. Your help is essential in ensuring that your student arrives at school daily with their own personal face covering. The only exception is a student, Saint Brigid staff and faculty member, or visitor with a documented medical exemption. If your child falls into this category, please contact your child's medical provider and provide medical exemption documentation to our front office at the earliest possible date.
- Parents are asked to please continue wearing a face mask/covering when entering the school to pick up their child. We may revisit these policies at points during the 2022-2023 school year in order to maintain a healthy and safe environment for our faculty, staff, students, and visitors.
- Saint Brigid Extension Program will use outdoor space whenever possible. Classroom and hallway windows and doors will be open to promote the circulation of indoor air.
- It is essential that students who are sick stay at home. We encourage any student, family member or a student, our faculty and staff and their families, showing any symptoms of COVID-19 to seek testing immediately and provide a copy of the test results to the front office.

Extension Program Agreement:

We, the parents/guardians of the aforementioned students, have read and reviewed the Extension Program Policies with our child/children. Our family agrees to comply with all policies. Non-compliance may result in our child being withdrawn from the program.

Parent/Guardian Signature: _____ **Date:** _____

Student 1 Signature: _____ **Date:** _____

Student 2 Signature: _____ **Date:** _____

Student 3 Signature: _____ **Date:** _____

For Internal Use Only

Registration Fee \$125 per child Paid? Yes ()/No () on date: _____

Payment Method: Cash () Check () Check #: _____ Receipt #: _____

Director Approval: _____ Date: _____