

PLEASE SAVE * PLEASE SAVE * PLEASE SAVE

**St. Angela Merici Extended Care
Payment & Credit Policy**

- Calendars will be sent home via your youngest child attending Extended Care. They will be sent home the 15th of each month.
- Any credits (see Handbook, page 2) for absenteeism will be noted on the top of your calendar. Credits will be calculated from the 16th through the 15th of each month (i.e., this month's credit = August 16th to September 15th).
- Calendars and payments **MUST** be received by the **LAST DAY OF EVERY MONTH**. This allows me ample time to set up the schedule for the coming month. **Children will not be admitted to Extended Care without calendars and proper payment.**
- Calendars and payment should be sent via the youngest child in Extended Care through the homeroom teacher in an envelope clearly marked "Extended Care."
- If a child requires Extended Care service and is not listed on the calendar, please send a note together with payment for that day (\$10 for the first child, \$6 for each child thereafter) via the child's homeroom teacher in an envelope clearly marked "Extended Care." A separate note should be given to the homeroom teacher to alert them that your child will be attending Extended Care.