EXTENDED DAY HOURS
MORNING HOURS: 6:00 am – 8:00 am

AFTERNOON HOURS: PRE K 3&4 2:35pm – 6:00 pm
KTG 2:40 pm – 6:00 pm
1st - 8th 2:45 pm – 6:00 pm

ENROLLMENT FEE

One **Child**	$85
Two Children	$95
Three or more children	$100

EXTENDED DAY PHONE NUMBER
708-422-4140 - Landline

BILLING & PAYMENT INFORMATION
Before and After Care charges will be applied on a monthly basis to your Blackbaud Account. Late fees apply to all Extended Day charges as well. The charges for May and June will be billed at the same time.

All Families are required to log into their Blackbaud account on the 15th of each month to ensure payment of your Extended Day Charges has been made. Listed below is a table showing when payments are due for Extended Day.

MONTH EXTENDED DAY SERVICE RECEIVED	ALL PAYMENTS ARE DUE WHETHER PAYING AUTOMATICALLY OR MANUALLY ON THE FOLLOWING DATES BY 11:00PM
August	September 15th
September	October 15th
October	November 15th
November	December 15th
December	January 15th
January	February 15th
February	March 15th
March	April 15th
April	May 15th
May	June 15th *
June	June 15th *

* Extended day May & June Payments only will be due June15. School tuition is still due in May to avoid late fee.

For the months of May and June, we will reserve the right to require payment prior to students' last day of attendance/graduation/program/etc.

A $50 Late Fee will be billed automatically if Extended Day charges are not paid in full by **11:00pm** on the 15th of each month.

	HOURLY FEE
* *1 child*	$8/hour
* *2 children*	$11/hour
* *3 children*	$14/hour
* *4 children*	$14/hour

* For each Preschool child, add $1 to the hourly fees above.

DROP OFF/PICK UP HOURS BILLED

MORNING HOURS	HOUR BILLED
Children dropped off before 7:00 am	2
Children dropped off after 7:00 am	1
AFTERNOON HOURS	
Preschool 3 & 4 starting at 2:35pm	Every Hour
Kindergarten starting at 2:40pm	Every Hour

1st – 8th Grade starting at 2:45pm	Every Hour

LATE PICK-UP FEE

Staff members are only employed until 6:00 pm. After 6:00 pm there will be a late charge applied to your account.

	LATE FEE
Children picked up between 6:01 pm – 6:15 pm	$15/child
Children picked up between 6:16 pm – 6:30 pm	$30/child
Children picked up between 6:31 pm – 6:45 pm	$45/child
Children picked up between 6:46 pm – 7:00 pm	$60/child

If the extended staff deems a family to be frequently late the fee will increase from $15 to $20.

DROP OFF/PICK UP

Children in Extended Day should be dropped off and picked up from **Door #2**, which is located on the south end of the school. Please ring the doorbell. An Extended Day Staff Member will greet you. For the safety of your child all parents MUST sign their child out of Extended Day, ID' s are required.

BREAKFAST AND SNACKS

All students will be required to eat breakfast prior to arriving at Extended Day. An afternoon snack is provided by St. Gerald.

ITEMS FROM HOME

Please note that personal toys from home are not allowed at Extended Day, as we have plenty of toys and games available for the children to use.

SCHOOL HANDBOOK RULES

Extended Day abides by the same policies as stated in the St. Gerald School Parent and Student Handbook. This includes the Cell Phone Policy; students are not permitted to have cell phones, or smart watches on their person, in their coat pocket, etc. Please visit **school.stgerald.com** to view complete list of policies. This facility and program are not licensed or regulated by DCFS.