

ST. GREGORY THE GREAT CATHOLIC ACADEMY

244-44 87TH AVENUE
BELLEROSE, NY 11426

JOSEPH PANICCIA
PRINCIPAL

TELEPHONE: 718-343-5053
FAX: 718-347-1142

E.D.P. -EXTENDED DAY PROGRAM **2023-2024**

St. Gregory's Extended Day Program for grades K-8th grade will begin on Monday, September 11, 2023. The morning session is from 7:00am to 7:50am and the afternoon session is from dismissal until 6:00pm sharp. The daily after school schedule will be snack, playtime and then homework supervision. Once homework is completed students will have free time.

All students who will attend E.D.P must pay a registration fee of \$25, no exceptions.

Morning session:

- **\$5/day per child**

Afternoon session:

- **1 child: \$30/per day**
- **2 children: \$45/per day**
- **3 or more children: \$60/per day**

All families registering for E.D.P. **must complete** the attached Registration/Emergency form as well as the Payment form. Please make sure you indicate whether you want your bill processed through **FACTS** (incidental billing) or by **credit card** (\$3 processing fee required).

- EDP payments are processed/billed at the beginning of each week, for the prior week's attendance. Payments must be kept up to date for your child to continue to attend EDP. If payments become more than a month past due, your child will not be permitted to attend EDP until outstanding balances are paid. Thank you for your cooperation.
- If your child is attending EDP, you **must** let your child's teacher know through a note or an email. It would be helpful to let the teacher know all the days of that week that your child will be attending the program. If you need to add a day, email the teacher and the office **ASAP. Please make every effort to let the office and the teacher know before 2:00pm if you are adding the day.**
- Students in morning EDP will **enter through the main office entrance on 87th Avenue.**
- Students in the afternoon program **must** be picked up no later than **6:00pm. You must pick up your child from the main office entrance on 87th Avenue. Please ring the bell located on the right hand side inside the main entrance lobby and you will be admitted. The EDP room is located in Room 104 to the left of the statue.**
- If your child is picked up more than **10 minutes past 6:00pm**; you will be charged a late pick up fee of \$25. **Continual lateness will result in removal of your child from EDP.**

***If your child is picked up more than 15 minutes past their dismissal time, they will be placed in EDP and you must pay the registration fee and the fee for attending EDP.**

Attached are the Registration/Emergency/Payment forms. **Your child can NOT attend EDP until this paperwork is completed. The \$25 registration fee will be charged upon receipt of these. There will be no exceptions.**

We look forward to working with you in our well-established Extended Day Program

Sincerely,

Joseph Paniccia
Principal

ST. GREGORY THE GREAT CATHOLIC ACADEMY
2023-2024
EXTENDED DAY PROGRAM

REGISTRATION/EMERGENCY FORM

FAMILY NAME _____ CHILD'S NAME _____

ADDRESS _____

HOME PHONE NUMBER _____

MOTHER'S CELL # _____ FATHER'S CELL # _____

MOTHER'S BUSINESS # _____

FATHER'S BUSINESS # _____

LIST THE CHILDREN WHO WILL PARTICIPATE IN THE PROGRAM

CHILD'S NAME _____ CLASS _____

CHILD'S NAME _____ CLASS _____

CHILD'S NAME _____ CLASS _____

EMERGENCY INFORMATION:

In the event of serious illness or accident, I authorize either of the following to be notified if I cannot be reached. They are authorized to act on my behalf in case of a serious illness or accident.

NAME _____

TELEPHONE NUMBER _____ RELATIONSHIP _____

NAME _____

TELEPHONE NUMBER _____ RELATIONSHIP _____

PICK-UP INFORMATION

NAME _____

TELEPHONE NUMBER _____ RELATIONSHIP _____

NAME _____

TELEPHONE NUMBER _____ RELATIONSHIP _____

Parent's Signature _____

(Office Use Only)

FACTS _____ CREDIT CARD _____

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2023-2024

EXTENDED DAY PROGRAM

PAYMENT FORM

We are offering 2 options for making EDP payments. Please indicate below which option you would prefer for your EDP payments (**choose 1 only**):

_____ Please bill me through Incidental Billing in FACTS. If choosing this option, you **MUST check your account in FACTS to ensure Incidental Billing was set up with the Auto Pay feature**. Each Monday you will be billed through FACTS and you will be notified of the date the payment will be automatically processed.

_____ Process my credit card each Monday for the prior week's attendance in the EDP Program. I understand a \$3 processing fee will be added to this charge.

Child's Name _____ Grade _____

Name on Credit Card _____

Credit Card # _____

Visa _____ Master Card _____

Expiration Date _____ Security Code: _____ (on back of card)

A receipt will be sent home with your child for credit card payments.

I, _____ (print your name) agree to have EDP registration and weekly fees automatically charged to my FACTS account or posted to my credit card above.

I understand that I will be charged a \$3.00 processing fee for each credit card transaction.

Parent Signature _____

Date _____

Please return this form by Friday, September 8, 2023. Thank you for your cooperation.