

# Mary Queen of Apostles SCHOOL



DEVELOPING MINDS.  
BUILDING CHARACTER.  
STRENGTHENING FAITH.

A Pennsylvania Charitable Trust

110 Elmtree Road, New Kensington, PA 15068

Dear Parents/Guardians,

Mary Queen of Apostles School has an Extended Day Program. The program is held at the Greenwald Site only with bussing service from the Freeport Road Site (FRS) to the Greenwald Site (GS). The bussing is available to any child *eligible* for bus service. If you do not have bus service from your district, you may *not* take a bus from FRS to GS for the Extended Day Program.

The program is available for student who will need extended day with patterned, repeated service. A weekly schedule must be sent to school with payment the first day of the school week. If your schedule does not permit knowing what days you will use the service, you must contact me to discuss your options.

The cost of the after school extended day program varies according to the number of days the program is used. For the 2017-2018 school year the cost will be \$15.00 a day or \$50.00 a week. The program can also be used for students who want to stay after school at GS for clubs or activities but would not have someone to collect them at the end of the club's meeting time. The fee for that option would be the daily rate of \$10.00.

The Extended Day Program is offered only when we have full school days. It is not available for early dismissal days or when there is no school for in-services, conferences, or vacations.

Students must be enrolled in the extended day program to use it. This is a simple process. Complete the attached enrollment form. Mrs. Becker is the Extended Day Coordinator. If you are interested in the Extended Day Program for the 2017-2018 school year, please complete the enclosed form and return it to the school office.

Following the enrollment, payment and the weekly attendance form indicating the week's schedule for your child(ren) is due to the school office on Monday. Mrs. Becker will monitor attendance for the program and prepare the schedule for the teacher. Please call Mrs. Becker at 724.335.5911 or Ms. Fliss at 724.339.4411 to report any changes in attendance.

Sincerely,

Mrs. Becker  
Extended Day Coordinator

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Dear Mrs. Becker,

I would like to enroll my child in the Extended Day Program. I understand that I will need to contact you **Monday** (or first school day) of each week to schedule the days that my child will attend. I understand that payment for the week is sent in with my schedule for the week.

I understand that if I do not use this program daily or on a patterned, repeated basis, that I should contact you to consider options as to how the program could be utilized in my situation.

I understand that any change to my weekly schedule should be sent to the office in writing first, or in case of emergency changes, with a phone call so that the change can be noted and communicated to everyone who needs to know the change. I understand that the phone call should be made to the office in the building in which my child(ren) has(have) homeroom. I understand that email may or may not be read during the course of the day, so that is not the best means of communicating a change.

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I am interested in the **After School Extended Day Program**.

My child's name is \_\_\_\_\_.

Typically, I will be using the service on a routine basis on the following days of the week.

Days: \_\_\_\_\_

I will *begin* using this program on \_\_\_\_\_, \_\_\_\_\_  
Day of Week Date

I will be collecting my child at the Greenwald Site at the times indicated below.

Estimated Time of Pick-up: \_\_\_\_\_

Person(s) to collect child: \_\_\_\_\_

Amount Enclosed (for the first week of use): \_\_\_\_\_  
\$50.00 per week or \$15.00 per day or \$10.00 for club days

Parent Name: \_\_\_\_\_

Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

**Special Notes for Dismissal/Health & Wellness/Emergency:**