

St. Odilo School  
6617 W. 23<sup>rd</sup> St.  
Berwyn, IL 60402  
(708) 484-0755

March, 2015

Dear Parent,

St. Odilo School will again offer an extended day program during the 2015-2016 school year. This program will be open to children in grades Prekindergarten through Grade 8.

Our program will operate Monday through Friday on scheduled school days, from 7:00-8:00 a.m. and 3:05-6:00 p.m. The fee schedule is as follows:

Fees – The following fees are for both before and after care.

\$4.00 per hour for one child

\$6.00 per hour for two or more children

This program will begin on Tuesday, September 1, 2015 and end on the last full day of the school year.

If you wish to enroll your child/children in this program please fill out all the information on the attached forms.

If you have any questions concerning this extended day program, please call the school office at (708) 484-0755.

Very truly yours,

William P. Donegan  
Principal

St. Odilo School  
6617 W. 23<sup>rd</sup> St.  
Berwyn, IL 60402  
(708) 484-0755

**EMERGENCY AND MEDICAL INFORMATION**

Child Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

If parent can't be reached, call:

Name \_\_\_\_\_ Relation to Child \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relation to Child \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relation to Child \_\_\_\_\_ Phone \_\_\_\_\_

Child's Physician \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Hospital Preference \_\_\_\_\_

Emergency Medical Information Allergies, etc. \_\_\_\_\_

In the event that the undersigned or our (my) authorized physician, cannot be reached, and in the judgment of the staff member at St. Odilo School there is a necessity for immediate examination or treatment of our (my) child (ward), we (I) \_\_\_\_\_ hereby authorize any of the aforesaid school personnel to obtain for said child such medical services as are deemed necessary.

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Parent Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Saint Odilo School  
6617 W. 23<sup>rd</sup> Street  
Berwyn, IL 60402  
(708) 484-0755

**EXTENDED DAY PICK UP AUTHORIZATION**

The following people are authorized to pick up my child \_\_\_\_\_  
from St. Odilo School, 6617 W. 23<sup>rd</sup> St., Berwyn, IL.

Name \_\_\_\_\_ Relation to Child \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relation to Child \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relation to Child \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relation to Child \_\_\_\_\_ Phone \_\_\_\_\_

Mother's Work Address \_\_\_\_\_ Work or Cell Phone \_\_\_\_\_

Father's Work Address \_\_\_\_\_ Work or Cell Phone \_\_\_\_\_

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

# St. Odilo Catholic School

## Extended Day Program Handbook

### Administration

**Goals/Purpose** – This program was designed to make available to parents who work a place where their child may remain in a structured and secure environment until the child can be picked up.

**Admission Policy** – The St. Odilo Extended Day Program is limited to only students who are registered in St. Odilo School.

**Registration** – Before any child can be admitted to the Extended Day Program, all registration forms must be filled out. Registration forms are available from the Extended Day Coordinator.

**Hours of the Program** – The Extended Day Program is available to students from 7:00 a.m. until 8:00 a.m. and from 3:05 p.m. until 6:00 p.m. on regular school days. There is no Extended Day Program on days when school is not in session.

**Mandated Reporters** - By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegations/suspicion of child abuse/neglect.

**Billing Procedures** – Extended Day payments are made directly to school. You will be billed monthly.

**Medication** – Medication will not ordinarily be dispensed to the students by school personnel. Please refer to the Parent Student Handbook for guidelines.

**Fees** - The following fees are for both before and after care.

\$4.00 per hour for one child

\$6.00 per hour for two or more children

Monthly billing will be sent home on the first of every month. If your extended day fees are not paid by the 10<sup>th</sup> of the month you will be assessed a late fee of \$10.00.

**Late Charges** – A late charge of \$3.00 will be assessed for every five minutes past 6:00 p.m. After 6:15 p.m. the rate will be \$6.00 for every five minutes. All late charges are payable to the Extended Day Coordinator and not to St. Odilo School.