



EXCELLENCE

❖ JOY

Extended Day Program Letter of Understanding and Enrollment Contract

August 2025

Dear parent/guardians,

Please read the information concerning the financial obligation, student safety plan, and student conduct expectations, policy, and enrollment contract. Then please sign and return to the school office.

A. Financial Payment Plan

- a. I have reviewed and will adhere to the financial obligations and my FACTS account will be billed on the first of every month.
- b. See separate 2025-2026 fees.

B. Health and Safety

- a. I agree to accompany my child into the morning program and sign him/her in at or after 6:45am.
- b. I agree to sign my child out of the Program by 6:00pm each day.
- c. I understand that no child may be released to anyone except parents or guardians without written permission and proper identification.
- d. I agree to send in my child a nut-free snack every day they attend Extended Day.
- e. I understand that no medication will be administered without the proper form and that all medication must be provided in their unexpired original containers.
- f. I understand that my child cannot attend the program with any contagious illness, unidentified rash, or fever.

C. Student Conduct

- a. I understand that serious or repetitive infractions of the Student Code of Conduct or the behavior expectations as outlined in the Parent Handbook may result in removal of the child from the program.

Enrollment Contract

Service(s) Requested:

Morning Only _____ Afternoon Only _____
Morning and Afternoons _____ Early dismissal days _____

Parent/Guardian (print): _____

Parent/Guardian (signature) _____

Print child(ren)'s name(s): _____

4409 Sano St. Alexandria, VA 22312

(703) 354-0714

www.queenofapostlesschool.org