

## Saint Joseph Extended Care Program

### Billing Information

2025 – 2026

**Registration for Saint Joseph extended care is \$15 per child.** This is a one-time annual fee and is *due along with the 1<sup>st</sup> month's billing.*

#### Monthly Rates:

- Study Hall only (3:00 pm to 4:15 pm) – \$100 per child  
*Study Hall is only available during regular dismissal days and 2:00 p.m. early dismissal days.*
- Full usage (until 6:00 pm) – \$200 per child

#### Occasional Rates:

Daily (3:00 – 6:00 pm) - \$15 per child per day  
Half days (Noon – 6:00 pm) - \$30 per child per day  
Teacher In-Service days (8:00 am – 5:30 pm) - \$40 per child per day  
*(maximum monthly rate of \$200 per child will be charged for occasional users)*

**Billing:** All extended care billing will be done through FACTS Tuition Management. You can access all invoices and make payments conveniently by logging in to your FACTS Family Portal account and choosing Financial from the menu options on the right side of the screen. There are 10 billable months of extended care during the school year (billed September – June). Extended Care will not be drafted with your tuition. You will receive an invoice from FACTS and will have to log in to your FACTS Family Portal and choose Financial to make an online payment.

**Late Pick-up Fee (after 4:15 pm for study hall users or after 6:00 pm for regular users):** A late fee of \$20 per child per 15 minutes or any part thereof will be charged for any child picked up after 4:15 pm for study hall users or after 6:00 pm for regular users. At the discretion of the principal, a family may be placed on a 30-day temporary probation for repeatedly picking up children after 6:00 pm. Should a late pick-up problem recur after being reinstated to the program, the family will be given a one week notice of termination of privileges for the remainder of the school year.

All persons listed in FACTS Family Portal as being an authorized pick-up person will be allowed to pick up your child from extended care. If you wish to add or remove an authorized pick-up person, please do so within FACTS Family Portal and inform the school office when a change is made so that it can be approved.

*If you have questions regarding the extended care program, please contact the school office.  
For billing questions/concerns, please contact the Bookkeeper, Brenda Jones, at [bjones@stjosdevine.com](mailto:bjones@stjosdevine.com).*