

**ST. RITA CATHOLIC SCHOOL EXTENDED CARE PROGRAM
2018 – 2019 BEFORE SCHOOL CARE & AFTER SCHOOL CARE**

August 6, 2018

Re: Check In / Check Out Procedure

Dear Parents,

In keeping with current technological advancements, the St. Rita School's Extended Care Program will now be managed through EduConnect.

Before and Aftercare Teachers will check your child into Extended Care via Computer or iPad.

Before Care, your student's account will be time stamped when they arrive. While it is a daily flat fee for before care, you will have a record of what time your child arrives every day.

After Care, each student attending After Care will be checked in at 3:15. If your child attends a St. Rita after school club or activity, they will be signed into After Care at the conclusion of that activity.

In order to sign your student out of After Care, the person picking up will need the family email account that is registered with EduConnect. This is the email account to which you receive St. Rita emails.

Families with multiple children can sign out all of their students at one time. The daily checkout will be time stamped and the appropriate charge will be added to each student's account.

Please insure that all children in a family are associated with the email account.

All monthly invoices will be emailed.

Please stop by the office if you have any questions or concerns.

Thank You,

St. Rita Administration

