



# St. Theresa School

## EXTENDED CARE INFORMATION

- Extended Care is provided to students of St. Theresa School at an hourly rate.
- The morning hours are 7:00 AM to 8:00 AM.
- Afternoon hours are 3:00 PM to 6:00 PM.
- Extended Care is provided on scheduled Noon dismissals (dismissal through 6:00 PM).
- The morning rate is an hourly rate charged on the half hour.
- The afternoon rate is an hourly rate charged on the half hour.
- A late fee is charged per minute after 6:00 PM closing time.
- Extended Care is billed by email each Monday and payment is due by the following Thursday.
- Extended Care is provided when the school has a morning delay. Extended Care is **NOT** provided if the school dismisses early due to unforeseen circumstances (weather, emergencies, etc.)

**(Please be sure your family has notified the school of your child's specific procedure for all unscheduled early dismissals.)**

### Early Morning Extended Care Procedure:

Extended Care takes place in the Parish Center (PK3 Classroom). This is a quiet time. Children may draw, color, play card games, study and prepare for the school day. A child may also bring a light breakfast to eat at this time. At 8:00 AM the children are dismissed to the care of their teacher.

Children may be dropped off at the Parish Center (PK3 Classroom) door. **THIS APPLIES ONLY TO EARLY MORNING DROP-OFF.**

### After School Extended Care Procedure:

The children meet in Friendship Hall and then proceed together to the Parish Center (PK3 Classroom) for snacks and drinks. Snacks and drinks are provided from home. If you choose, you may purchase a snack at a cost of \$.50. Water is provided at no additional cost. You may either pay daily, pre-pay or it will be added to your weekly bill.

From 3:30 to 4:30 PM is quiet homework time. If the child does not have any written homework, he/she is to study quietly or read a library book. It is important to keep a quiet atmosphere in the room for those children who have homework to do. Help with directions is provided; however, homework is **NOT** checked. It is also the child's responsibility to do the assigned homework. Staff does not check that all assigned homework is completed.

Playtime begins at 4:30 PM. Outdoor play is unstructured. There are hula-hoops and jump ropes. Ball-playing is not permitted at this time due to the wide age range of the children and the problems with balls bouncing outside the recess area.

If the weather does not permit outside play, indoor play consists of assorted games and building materials. On rare occasions, staff might choose a TV program for the children to watch.

If your child takes part in an after school activity, be aware that he/she may not have the complete hour of homework time. Also, if your child wants a snack or drink on those days, it **MUST** be provided from home.

**PICK-UP** – Please park on the street by the Parish Center or in the parking lot behind the church and walk down Leonard Street to the Parish Center.

### After School Extended Care on Early Dismissal Days:

The children meet in the Parish Center (PK3 Classroom) for lunch, which is provided by the home. At approximately 12:45 PM, homework time begins. Playtime is from 1:45 to 2:45 PM. At that time, a movie or a TV program is shown. Another playtime is held afterwards.

Pick-up Procedure remains the same.

**St. Theresa School Extended Care Program  
Registration Form**

Child's Name \_\_\_\_\_  
(Last) (First)

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

**Parent/Guardian with whom child resides:**

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

**In case of health and or emergency pick-up contact:**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Relation to child \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Relation to child \_\_\_\_\_

**We need Extended Care (Please circle all your needs)**

Morning:      Monday      Tuesday      Wednesday      Thursday      Friday

After School      Monday      Tuesday      Wednesday      Thursday      Friday

Usual Afternoon Pick-up is: \_\_\_\_\_

On Occasion (24 hours notice)

Early Dismissal Days

**Please tell us anything about your child that would be helpful to know:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I affirm that the above information is accurate:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Note:** There is NO Extended Care on early dismissal due to weather emergencies, etc. Please be sure your child knows your plan for dismissal on those days. (Neighbor....)