



St. Thomas More's Extended Day Policies and Practices
Heather Daley, Extended Day Coordinator
 Retain for your records.

St. Thomas More Extended Day offers exceptional before and after school care for students in grades K-8. Care is available from 7:00 AM – 8:00 AM and 3:00 PM – 6:00 PM. It is also available 7 AM – 6 PM on School Release Days.

Before School- children will be offered a nutritious breakfast that will include at least 2 food groups. Breakfast will be offered until 7:45 AM. Children arriving after that time but still needing breakfast will have the option of a fruit/cereal bar and milk. Otherwise children may bring a breakfast item to eat at STM. Children will be offered a variety of activities including open-ended play, board games, card games, and a chance to review or finish homework.

After School- children will be asked to report *directly* to the Extended Day classroom afterschool to check-in. Following check-in, students will be offered a nutritious snack that will include at least 2 food groups. After snack students will have several options available including arts-n-crafts, computer time, outside free play or games. A quiet space will be maintained for students to complete homework or study until 4 PM Monday-Thursday.

School Release Day is offered to children when St. Thomas More School is out of session and it's a non-holiday. It is available to all community children, pre-registration is required. School Release dates are available in the attached calendar.

Full Day Summer programming is offered to children kindergarten through 7th grade. Flexible scheduling is offered. Programming features weekly excursions and many options for your child and your family needs. Information for summer programming is published starting in February.

Registration Fee: \$25/ Family per school year

<p>Before School Program 7:00 AM – 8:00 AM Standard Agreement - \$10 per day Variable Agreement- \$12 per day</p>	<p>After School Program 3:00 PM – 6:00 PM Standard Agreement - \$17 per day Variable Agreement- \$19 per day</p>	<p>School-Release Days 7:00 AM – 6:00 PM Pre-registration is required. Cost is \$42/day plus the cost of activities *Early Dismissal @ 11:30 am - \$25/day</p>
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TUITION PRACTICES: A non-refundable application fee of \$25 is required at the time of registration. Tuition rates will typically be amended in the summer. The new rates will be published. Parents are encouraged to review these rates to obtain the best rate possible. Combining standard and variable rates is not allowed. You will be billed the minimum amount of days you select regardless of attendance. Additional days may always be added when there is availability. Payment will be made via TADS. Failure to make payments on a timely basis will result in not being able to use the school service.

LATE FEES: We are not licensed to care for children past 6:00 PM. There is a \$1/minute fee if a child is here past 6:00 PM

INCIDENTAL BILLING: Fees will be added for additional care or activities.

ABSENCES: No refunds or credits will be made for absences that are not communicated by 2 PM of any scheduled attendance day.

SWITCHING DAYS: Switching a contracted day is only allowed when space permits. Any changes to your child's care schedule needs to be communicated by 2 PM daily. Please email hdaley@morecommunity.org. We appreciate your diligence in keeping your child safe. Knowing when to expect children and making sure they have reached their destination safely is our highest priority

TERMINATION OF CARE: Termination of the program by a parent must be preceded by a two-week written notice. Failure to make a timely payment will result in the termination of services offered by St. Thomas More. ST. THOMAS MORE reserves the right to alter its policies and program at any time. New policies will be in effect 30 days after publication. Although ST. THOMAS MORE may have, on one or more occasions, failed to enforce a right contained in this agreement, it does not constitute a waiver for all time.

REGISTRATION: Registration begins mid-August. A link will be sent via email from the Extended Day Coordinator that guides you to the online registration form. If you have any questions or would like to enroll your child, please email Heather Daley @ hdaley@morecommunity.org