



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

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

Before School- 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 is out of session and is a non-holiday. It is available to all community children. Pre-registration is required.

Flexibility- We aim to make this a flexible, fun and reliable program for families but insist on timely communication for schedule changes. Changes include but are not limited to illness, busing, pick up person(s), late arrival/early dismissal due to activity selection, etc.

Registration Fee: \$25/ Family per school year

<p>Before School Program 7 AM – Start of School Standard Agreement - \$12 per day Variable Agreement- \$15 per day (5 days/month minimum)</p>	<p>After School Program: End of the Day until 6 PM Standard Agreement - \$18 per day Variable Agreement- \$20 per day (5 days per month minimum)</p>	<p>School-Release Days 7 AM – 6 PM If regularly enrolled in the program or by registration deadline 1 week prior to release date-\$45 Early Release Days 11:30 AM – 6 PM Registration Required \$27/day</p>
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TUITION PRACTICES

A non-refundable application fee of \$25 is required at the time of registration. 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.

Late Fees: We are not licensed for care after 6:00. There is a \$5/minute fee if a child is here past 6:00.

Incidental Billing: Fees will be added for additional care and activities.

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 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 doesn't constitute a waiver for all time.

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 dware@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.