

EXTENDED DAY PROGRAM

Hours & Days of Operation

St. Thomas More Extended Day offers after school care for students in grades K-4. Care is available from 3:00 PM to 5:30 PM on school days, from 8:00 AM until 5:30 PM on some school release days and 11:30 AM to 5:30 PM on early release days. ***We do not offer before school care.***

Scheduling

Parents must commit to a consistent weekly schedule and contract for the same days each week. In other words, your child's schedule must remain the same from week to week.

To make a permanent change to your contract or to withdraw from the program, you must notify the Extended Day Director, **by email** at least one week in advance. Please note that phone calls, Brightwheel messages or verbal communication with staff will not be accepted as official notice.

Switching Days: Switching a contracted day is only allowed when space permits and with proper notification (see below). Please email the Extended Day Director with inquiries.

Absences: No refunds or credits will be made for absences that are not communicated in writing to at least 48 hours before scheduled attendance day.

Early Release Days: St. Thomas More has several early release days with dismissal at 11:30 AM. On these early release days, we offer care from 11:30 AM to 5:30 PM for students who are enrolled in our Extended Day program. A Google document will be sent out via email approximately two weeks prior to the early release day announcing when care is available. Pre-registration is required for these early release days. We must have a certain number of students to offer this service. Because of this, cancellation of the service for a particular day may occur. You will be notified in a timely fashion, so you are able to make other arrangements for your child. **The cost is \$35.00 per day.** Please remember to send your child with a cold lunch because hot lunch is not served on an early release day.

School Release Days: St. Thomas More Extended Day sometimes offers care when school is out of session and it's a non-holiday. On these school release days, we offer care from 8:00 AM to 5:30 PM. A Google document will be sent out via email approximately two weeks prior to the early release day announcing when care is available for an early release day. Pre-registration is required for these early release days. We must have a certain number of students to offer this service. Because of this, cancellation for a particular day may occur. You will be notified in a timely fashion, so you are able to make other arrangements for your child. **The cost is \$55.00 per day + the cost of activities.** Please remember to send your child with a cold lunch because hot lunch is not served on school release days.

Extended Day Program Daily Schedule

At the conclusion of the school day, children in grades K-4 are walked down to the Extended Day program by a STM staff member. Upon arrival, your child will check in with a member of the Extended Day staff. Students will then be offered a school provided snack. (Many children choose to eat the rest of their cold lunch) After snack, students will go outside to enjoy some fresh air before coming back inside around 4:15 PM for quiet/homework time. Quiet time will last for 20 minutes, but students who have homework to do will be provided with a space to work until they complete their assignments. Students can then play freely until they are picked up (no later than 5:30 PM).

Communication

This year, we will be using our Brightwheel app for parent communication. Parents can message staff if they need an immediate response as the supervisors aren't checking email when they are with students. Parents will need to download the app and turn on notifications.

Pick-Up

Students should be picked up promptly based on the schedule you have established with Extended Day. Parents are to come to the double doors located in the rear of our school at the northwest corner of the building and buzz the Extended Day button to pick up your child. Please note that you must come in to pick up your child from Extended Day. Students cannot be sent out to your car.

Tuition & Billing

- A non-refundable application fee of \$45 is required at the time of registration.
- The daily cost for a student to participate in Extended Day is \$22.00 per afternoon.
- ***Please note that families will be assessed a *Late Fee*** if you pick up your child from Extended Day after 5:30 PM. Families will be charged \$5.00/minute. If you are late three times you will receive an email from St. Thomas More's Head of School, Pat Lofton and Extended Day Supervisor Barb Larkin, detailing the outline of expectations going forward. If you are late more than six times, your pickup time will be changed to 5:00 PM. You will be notified of this by email.
- Fees will be added for additional care or special activities.
- All Extended Day Program charges are billed via FACTS and will be assessed monthly. Families will be billed the month after attendance (i.e., if your child attends 12 days in September you will be charged for those 12 days in October).
- Non-payment of Extended Day charges will result in suspension from the program.

St. Thomas More reserves the right to alter its policies and program at any time. You will be notified in writing of any changes. Although St. Thomas More may, on one or more occasions, fail to enforce a rule or policy contained in the agreement, this does not constitute a waiver for all

time.

Please contact the Extended Day Coordinator with any questions about the program.