

# St Thomas More Catholic School

## Extended Day Policies

St. Thomas More Extended Day offers after school care for students in grades K-4. With any needs for care outside of this grade range, please email [ceceney@morecommunity.org](mailto:ceceney@morecommunity.org) to check for availability. Care is available from 3:00 PM to 5:30 PM on school days, 8:00 AM until 5:30 PM on school release days and 11:30 AM to 5:30 PM on early release days. ***We do not offer before school care.***

### PLEASE NOTE

**OUR POLICIES HAVE CHANGED SINCE LAST YEAR. PLEASE READ CAREFULLY**

#### After School Care

Children will be asked to report directly to the Extended Day classroom after school to check in. Following check in, students will be offered a nutritious snack. After snack, students will go outside to enjoy some fresh air before coming back inside around 4:15 for quiet time/homework time. Quiet time will last for 20 minutes, but students who have homework to do will be provided with a quiet space to work until they complete their assignments. After quiet time, students can play freely until they are picked up (no later than 5:30).

#### Tuition Practices

A non-refundable application fee of \$30 is required at the time of registration. Parents are encouraged to review both scheduling options to obtain the most appropriate schedule possible. We cannot accommodate any combination of standard and variable schedules. You must select one or the other. All Extended Day Program charges are billed via TADS and will be assessed on a monthly basis. ***Non-payment of Extended Day charges will result in suspension from the program.***

***-Incidental Billing:*** Fees will be added for additional care or activities.

***-Switching Days:*** Switching a contracted day is only allowed when space permits and with proper notification (see below). Please email [ceceney@morecommunity.org](mailto:ceceney@morecommunity.org) with inquiries.

***-\*Late Fee:*** We close promptly at 5:30 PM. Leaving Extended Day after 5:30 PM will result in a \$5.00 per minute fee. ***If you are late three times you will be asked to meet with Pat Lofton and Barb Larkin. If you are late more than six times, your access to the program will be suspended for one month.***

Payment for Extended Day varies between the two different contracts. See below for different options.

### **Regular Schedule Contract**

Parents can commit to a regular schedule. You must contract for the same days every week. That is, the schedule must always be the same from week to week. To permanently change your contract, or withdraw from the program, the Extended Day director, Cece Ney ([cecene@morecommunity.org](mailto:cecene@morecommunity.org)), must be notified by email at least one week in advance. Telephone calls or verbal communication with staff are not acceptable notification. You will be billed the month after attendance (i.e., if your child attended 12 days in September you will be charged for those 12 days on October 15th).

Regular Afternoon Rate: \$18 per day

**Absences: No refunds or credits will be made for absences that are not communicated in writing to [cecene@morecommunity.org](mailto:cecene@morecommunity.org) at least 48 hours before scheduled attendance day.**

### **Variable Schedule Contract**

Parents with a variable schedule are required to submit a biweekly calendar to the Extended Day Director (Cece Ney). The Director will send out a sign up through Sign Up Genius on the first and third Monday of each month and parents will be able to open the link to submit their child's schedule. For example, the sign up sent out on the first Monday will allow you to sign up for your child to attend dates between the third Monday and the end of the month. For ratio and safety reasons, the schedule must be accurate and submitted in a timely fashion. The variable schedule contract works on a first come, first serve basis. If you cannot select a date or there are no spots available, this means we are at full capacity for that day and cannot accept any more students. You will have until the night before the beginning of the new schedule (for example, the night before the third Monday of the month) to submit your calendars. **Any schedules submitted after the beginning of the new schedule will not be accepted. Moreover, once you have submitted your sign up for care, you have committed to paying for that date even if your plans change. We cannot accommodate changes. If you sign up, you will be billed for the day even if your child does not attend.** Please note the Variable Afternoon Rate is \$20 per day.

### **School Release Days**

St. Thomas More Extended Day offers care when school is out of session and it's a non-holiday. We must have a certain number of students sign up in order to provide the service. Because of this, schedule changes or cancellations 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. Pre-registration is required and occurs approximately two weeks prior to the date via email. We are open from 8:00 AM to 5:30 PM. Cost is \$45.00 per day + the cost of activities.

### **Early Release Days**

St. Thomas More has early release days with dismissal at 11:30 AM. Extended Day offers care when school is dismissed early. We must have a certain number of students in order 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. Pre-registration is required and occurs approximately two weeks prior to the date via email. We

are open from 11:30 AM to 5:30 PM on these days. Cost is \$27.00 per day. Please remember to send your child with a lunch on these days because the cafeteria will be closed!

If you have read and understand the policies outlined in this contract, please sign below.

**\*This form must be printed out and turned in with your child on or before their first day of Extended Day.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_