St. Teresa School

Extended Care

Parent Handbook

2026-2027

St. Teresa Extended Care

Dear Parents,

Welcome to the 2026-2027 school year! Please read the information in this handbook carefully. If you have any questions, please call the office at (618) 235-4066 or email extended.care@stteresatigers.org. Someone will get back to you as soon as possible.

After-school extended care is offered from 3:00 pm to 5:30 pm. All students will initially gather in the cafeteria for a snack, then move outside or to the gym for gross motor play. Depending on the activity, students will remain in the cafeteria or outside.

For after-school pickup, please use the door closest to the playground off Lebanon Avenue. There is a Ring doorbell at this entrance; please ring the bell and wait for a staff member to come to the door. After you ring, please give your student's name to the staff member, who will then bring your child to you. For the safety of staff and students, no one is permitted to leave the check-out area.

Due to limited staffing, advance notice of daily attendance is required. **Payment will be required for the days you reserve, whether or not your child attends.** More details about the Extended Care Policy can be found later in this handbook.

Thank you for trusting us with your child's care outside of school hours.

Sincerely,
The Extended Care Team

Please read the handbook in its entirety and sign the registration form at the end!

Hours of Operation

- Monday - Friday after school (3:00 pm - 5:30 pm)
- Closed all legal holidays
- Closed when school is not in session
- Extended Care follows the St. Teresa School Calendar
- No Extended Care on Early Dismissal Days

Registration

- The Google Form Link to make reservations will be sent out through email every Friday evening. You have until 8 am Monday morning to make your reservations. Please select all days you are in need of extended care services for the week.

- The days you select each week will be charged whether your child attends or not. No refunds will be made. If you need to change days or times to avoid being charged extra fees, please contact extended.care@stteresatigers.org or call (618)235-4066 extension 4

General Fee Information

- All students attending extended care must have a registration form filled out. There is no registration fee.
- Program Fees: $13.00 daily per child after school from 3:00 - 5:30 pm
    - Time spent in extended care does not change the price. If a child is registered or attends extended care for any portion of the time, the full program fee is expected.
    - **Drop-in fees are $15.00 per day and may be assessed at the discretion of the extended care director on a case-by-case basis. A drop-in is considered any day a child has to attend extended care that was not arranged in advance.**
- Closing time is 5:30 pm. Failure to pick up your child by 5:30 pm will result in an additional $5.00 charge for every 15 minutes thereafter. (Between 5:30-5:45 - $5, 5:45-6:00 - $10, 6:00-6:15 - $15, 6:15-6:20 - $20.) If your child is not picked up by 6:30 pm and we cannot reach anyone on your contact sheet, the authorities will be contacted.
- Payments can be made online through FACTS or by check, written out to St. Teresa School.

ALL ACCOUNTS MUST BE CURRENT IN ORDER FOR STUDENTS TO CONTINUE PARTICIPATING IN THE EXTENDED CARE PROGRAM.

Illness/Discipline

- If your child should become ill during extended care (fever, vomiting, diarrhea), you will be called and required to pick up your child immediately and the school office will be notified that your child went home sick. This policy is in line with the Student/Parent Handbook on illness. Your child must be fever-free, diarrhea-free, and vomit-free for 24 hours without medication, to be able to return to school.

- If your child should have a bathroom accident during extended care, a change of clothes will be provided as long as supplies are available. If we do not have a spare change of clothes, you will be called to pick up your child immediately. If your child has accidents, even occasionally, it is highly recommended that you keep a spare change of clothes, underwear, and socks in a gallon Ziploc bag in his/her backpack labeled extended care. It is expected that you wash any clothes borrowed during an accident and return them as soon as possible (except underwear). We appreciate your cooperation!

- There is a "three strike" policy for major discipline issues. If your child displays aggressive behavior, physically or verbally, towards staff or students, is consistently choosing to not follow instructions and directions from staff members, or is caught stealing from staff or students, the student will receive a discipline referral. Once three discipline referrals are accumulated, the student will be asked to leave the extended care program for the remainder of the school year. If a severe incident occurs, where a student or staff member feels unsafe or an injury procures, the student may be dismissed from the program immediately, without warning. The safety of all students and staff members are the utmost priority in the extended care program.

- All policies in the Student/Parent Handbook apply during the extended care program.

- Toys and valuables from home are not allowed in extended care.

St. Teresa School and all entities are not responsible for personal items being lost, stolen, or broken.

EXTENDED CARE REGISTRATION 2026-2027

Daily Fees:
3:00-5:30 pm - $13.00 per child per day
*Late fees: $5.00/every 15 minutes after 5:30 pm

Drop-In Fees:
$15.00 per child per day

ONLINE PRE-REGISTRATION IS REQUIRED FOR EACH DAY IN ATTENDANCE. STUDENT'S ACCOUNTS WILL BE CHARGED REGARDLESS OF ATTENDANCE ONCE THEY ARE REGISTERED.

NAME OF STUDENT(S)	GRADE
_____	_____
_____	_____
_____	_____
_____	_____

I have received and read the 2026-2027 Extended Care Handbook.

_____

Parent Signature (required)