

St. Teresa School

Extended Care

Parent Handbook

2023-2024



## St. Teresa Extended Care

Dear Parents,

Welcome to the 2023-2024 school year. Please read the information in this handbook carefully and if you have any questions, please call the office at (618) 235-4066 or send me an email at [dawn.spain@stteresatigers.org](mailto:dawn.spain@stteresatigers.org) and I will get back to you as soon as possible.

After school extended care will be offered from 3:00 pm until 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. After that, students in pre-k through second grade will use our extended care playroom on the main floor near the fourth and fifth grade classrooms and students in third through eighth grade will attend extended care in the cafeteria or my classroom, depending on the activity. For after school pickup, you will use the door closest to the playground off of Lebanon Avenue. You will give your child's name to the staff member at the door and she/he will sign your child out and dispatch another staff member to bring your child to you. You will not be permitted to leave the check-out area.

We have a limited number of staff available and we will need to know in advance who will be in attendance, both in the morning and afternoon, each and every day, and **payment will be required for the days you reserve, whether your child attends or not.** You can find more information about this in the rest of the handbook.

I am looking forward to this year!! Thank you for trusting us with your child's care outside of school hours.

Sincerely,

Mrs. Dawn Spain

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

## Hours of Operation

- Monday-Friday after school (3:00-5:30 PM)
- Closed on all legal holidays
- Closed when school is not in session
- Extended care follows the St. Teresa School calendar

## Registration

- The Google form link to make reservations will be sent out through email every weekend. You will have until that Sunday at 5:00 pm to make your reservations. At that time you will need to include your request for afternoon extended care.
- **The days you select each week will be paid for whether your child attends or not.** No refunds will be made as staff will be scheduled according to your reservations. If you need to change days or times to avoid being charged extra fees, please contact me in advance at [dawn.spain@stteresatigers.org](mailto:dawn.spain@stteresatigers.org).

### General Fee Information

- All students attending extended care must have a registration form filled out. There is no registration fee.

- Program fees: \$10.00 daily per child after school from 3:00-5:30 PM.

**Drop-in fees are \$20.00 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 your child has to attend extended care in the afternoon that was not arranged in advance.**

- Closing time is 5:30 PM. Failure to pick up your child by this time will result in an additional \$5.00 fee for every 15 minutes thereafter. (Between 5:30-5:45--\$5, 5:45-6:00--\$10, 6:00-6:15--\$15, 6:15-6:30-\$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 called.

- 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 our school policy 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 potty accident during extended care, a change of clothes/undies will be provided as long as our supplies hold out. If we do not have a spare change of clothes or undies, you will be called to pick up your child immediately. If your child has accidents, even occasionally, it is recommended that you keep a spare change of clothes, undies, and socks in a gallon Ziploc bag in his/her backpack. It is expected that you wash any of our clothes that we put on your child (except undies) and return them as soon as possible. We appreciate your cooperation!!
- We take a “three strikes, you’re out” approach to major discipline issues. If your child is displaying aggressive behavior, physically or verbally, toward staff or students, is consistently ignoring staff members when they are

giving directions or redirecting behavior, or is caught stealing from staff or other students, he/she will receive a discipline referral. If your child accumulates three discipline referrals at any point during the school year, he/she will be asked to leave the extended care program for the remainder of the school year. If the behavior is severe in nature (ie., resulting in injury to a student or staff member) your child may be dismissed from the program immediately, without warning. The safety of all children in the extended care program is our top priority.

- **Please do not allow your child to bring toys or valuable items from home to extended care.** We are not responsible for personal items being lost, stolen, or broken.

# EXTENDED CARE REGISTRATION 2023-2024

## Daily Fees:

3:00-5:30 PM--\$10.00 per child per day

\*Late fees: \$5.00/every 15 minutes after 5:30 PM

## Drop-In Fees:

\$20 per child per day

**\*\*YOU WILL BE REQUIRED TO PRE-REGISTER ONLINE FOR THE DAYS YOUR CHILD WILL ATTEND AND YOU WILL BE CHARGED FOR THESE DAYS WHETHER YOUR CHILD ATTENDS OR NOT.**

NAME OF STUDENT(S):

GRADE:

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**\*\*I have received and read the 2023-2024 Extended Care Handbook.\*\***

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Parent Signature (required)