

St. Teresa Extended Care

Dear Parents,

Welcome to the 2020-2021 school year. Here is a quick look into our extended care program. 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.

Due to COVID-19, there are many changes to the program for this year. With social distancing guidelines in place, we will need to cut our morning program hours and will only be able to offer the program from 7:00-7:30. Before and after school, extended care for all students in pre-k through eighth grade will be in the cafeteria. Students should be dropped off at the gym door off of Church Street. **Students will not be allowed in the gym before 7:00.** At 7:30, students will be sent straight to their classrooms and will be dismissed by grade in their cohorts.

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 electronically and dispatch another staff member to bring your child up to you. You will not be permitted to leave the check-out area to go down to our extended care room.

Finally, one of the biggest changes to the program this year involves registration. We have a limited number of spaces 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 in advance, whether your child is present on their scheduled days or not. You can find more information about this in the rest of the handbook.

I am looking forward to this year, even with all the changes taking place. Thank you in advance for your patience and understanding.

Sincerely,

Mrs. Dawn Spain

Hours of Operation

- Monday-Friday, before (7:00-7:30 AM) and after (3:15-6:00 PM) school
- Closed on all legal holidays
- Closed when school is not in session
- Extended care follows the St. Teresa School calendar

Completing Registration

- You can email Mrs. Spain at dawn.spain@stteresatigers.org with your reservation.
- The window for reservations concerning the upcoming week can be made from Friday at 6:00 PM until Sunday at 7:00 PM. At this time you will need to include your morning and afternoon schedule.

- You may change your days from week to week depending on your schedule, however, the days you select each Sunday will be paid for, whether your child attends or not. No refunds will be made as staff will be scheduled according to your reservation on Sunday night.
- If your schedule will be the same from week to week, you do not need to make a new reservation, unless there is a change.

General Fee Information

1. All students attending extended care must have a registration form filled out, accompanied by registration fees. Registration fees are \$10.00 for one child and \$5.00 for each additional child in your family. You will need to fill out the registration form completely and select the days your child will be in

attendance. It is vital that we have this information up to date and as accurate as possible at all times for staffing purposes, especially with regard to social distancing guidelines.

2. Program fees: \$5.00 per day per child for morning care and \$10.00 daily per child from 3:15-6:00. **Drop-in fees are \$20.00 per day. A drop-in is any day your child has to attend extended care in the morning or in the afternoon that was not arranged in advance per your registration form (or Sunday email).**
3. Closing time is 6:00 P.M. Failure to pick up your child by this time will result in an additional \$5.00 fee for every 15 minutes thereafter. (Between 6:00-6:15--\$5, 6:15-6:30--\$10, 6:30-6:45--\$15, 6:45-7:00-\$20.) If your child is not picked up by 7:00 PM and we cannot reach anyone on your contact sheet, the authorities will be called.

4. Payments are due on Monday for services to be provided for that week. A \$5 late fee will be charged for payments received after Tuesday.
5. If payment is not received for two weeks, services will be suspended until payment is received, including late fees.
6. Payments can be made online or by check, written out to St. Teresa School.

Extended Care Activities (during COVID social distancing):

- Homework time with staff assistance will be available.
- Snacks will be provided by the program. Food allergies will be taken into consideration with snacks. Snacks will be pre-packaged.
- Each student will bring in a gallon Ziploc bag with toys/activities from home. Parents will need to sanitize these items.
- Students will not be permitted to share toys or belongings with other students.
- Movies/age-appropriate shows will be shown.
- If arts and crafts or STEM activities are planned, each student will have their own supplies in a bag filled ahead of time by extended care staff.
- Reading is highly encouraged but children must bring in their own books from home.
- Gym and outdoor play will be scheduled for all students in extended care.

EXTENDED CARE REGISTRATION 2020-2021

REGISTRATION FEE:

\$10.00 for the first child

\$5.00 for each additional child

*Registration fees must accompany registration form.

Daily Fees:

7:00-7:30 AM--\$5.00 per child per day

3:15-6:00 PM--\$10.00 for each child

*Late fees: \$5.00/every 15 minutes after 6:00 PM

Drop-In Fees:

\$20 per child per day (AM or PM)

Please select the days your child will attend the program. YOU WILL BE CHARGED FOR THESE DAYS ON A WEEKLY BASIS WHETHER OR NOT YOUR CHILD ATTENDS.

PLEASE PRINT NAME(S) AND CIRCLE THE DAYS

<u>NAME OF STUDENT(S):</u>	<u>GRADE:</u>	<u>DAYS IN ATTENDANCE:</u>
_____	_____	M T W TH F
_____	_____	M T W TH F
_____	_____	M T W TH F
_____	_____	M T W TH F

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Parent Handbook

2020-2021

