

## St. Teresa Extended Care

Dear Parents,

Welcome to the 2021-2022 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](mailto:dawn.spain@stteresatigers.org).

We will only be able to offer the morning program from 7:00-7:30 am this year. Before school extended care for all students in pre-k through eighth grade will be in the gym. 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 7:45, students will be sent straight to their classrooms.

After school extended care will be offered from 3:00 pm until 6:00 pm. Students in pre-k through second grade will use our extended care room on the main floor near the third and fourth grade classrooms. Students in third through eighth grade will attend extended care in the cafeteria. 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 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!! 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 (3:00-6:00 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](mailto:dawn.spain@stteresatigers.org) with your reservation.
- The window for reservations concerning the upcoming month can be made on the last day of the current month by 7:00 PM. At that time you will need to include your request for morning and afternoon extended care.

- The days you select each month will be paid for on a weekly basis, whether your child attends or not. No refunds will be made as staff will be scheduled according to your reservations.

### General Fee Information

1. All students attending extended care must have a registration form filled out, accompanied by registration fees. Registration fees are \$15 per family.
2. Program fees: \$5.00 per day per child for morning care and \$10.00 daily per child from 3:00-6:00. **Drop-in fees are \$20.00 per day and may be assessed at the discretion of the extended care director. 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.
5. If payment is not received for two weeks, services will be suspended until payment is made in full.
6. Payments can be made online or by check, written out to St. Teresa School.

St. Teresa School

Extended Care

Parent Handbook

2021-2022

