

**Saint Mary Catholic School  
Extended Care Program 2017-2018**

**“We Walk With Jesus”**

Thank you for your interest in our Extended Care Program. School dismisses at 3:00pm, should your student(s) not be picked up by 3:10pm he or she will be asked to wait at the Extended Care and you will be charged accordingly. All students will be signed in at the cafeteria and are required to be signed out by someone listed on this form. Students are not allowed to wait unsupervised after 3:10pm. This is intended for your child's safety.

Extended Care fees for the 2017-2018 school year are as follows:

<b>Morning Care:</b>	<b>Aftercare:</b>	<b>Both:</b>
One Child: \$ 756.00	\$1,296.00	\$1,872.00
Two Children: \$1,368.00	\$2,232.00	\$3,204.00
Three Children: \$1,800.00	\$2,952.00	\$4,248.00
Drop-in care: \$5.50	\$8.50	\$12.50

**These amounts are for the year and can be divided into 10 monthly payments which will be added to your FACTS Agreement.**

If parent or guardian arrives after 6:00pm there will be an additional charge of \$2.00 for every minute the Extended Care Staff has to wait.

**\*\*Early Release Day Extended Day Care Fee is \$15.00 for Drop in Students\*\***

If your child is involved in after school activities (tutoring, basketball, soccer, volleyball, scouts, cross country, track, etc.....) they should go home and return at practice time or be checked into the Extended Care Program and released at the correct time **with a note** from the parent or legal guardian. Students will not be released without a note.

**\*\*\*Snack is provided for all children, however, if your child has special dietary needs you will be responsible for providing them with a suitable snack.\*\*\***

**EXTENDED CARE RULES**

1. Students must report to the Extended Care Staff immediately after school is dismissed. Teachers of small children will escort students to Extended Care. The Extended Care Program is not responsible for students who do not report after school.
2. Students may not leave the playground and must stay within the fenced area. If weather does not allow outside activities, the students will be in the cafeteria.
3. Students must have permission of the staff to re-enter the school once they are outside. The staff needs to know where the children are at all times.
4. All students will be signed in at the cafeteria and **must** be signed out by someone listed on their record card. If other arrangements have to be made for pick-up please send a note with your child to school or call the school to let the staff know who will be picking your child up. That person will be required to show a picture I.D.
5. All students will be expected to respect the staff and each other as well as the material and environment provided. Students who misbehave will be given a “time out”. Length of discipline will depend upon the student's age. Second offense of same behavior will result in a parent/director meeting and third offense of same behavior will result in a parent/principal meeting to discuss student remaining in our program.

Children who can not follow the rules of the Extended Care Program will be removed from the program.

**Please leave all electronics at home. These items get left behind, damaged, or even stolen and we will not be held responsible for that. Any electronics brought in will be collected and returned to the parent/guardian.**

The attached form **must** be filled out, signed and returned before your student(s) will be allowed to stay at the Extended Care.

Sincerely,  
Ana Downum, Director

## Extended Care Program 2017-2018

Please list each child using first and last name:

Child's Name: _____ Date of Birth: _____ M / F Please list all medications taken routinely and any allergies or medical conditions. _____ _____ _____
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Child's Name: _____ Date of Birth: _____ M / F Please list all medications taken routinely and any allergies or medical conditions. _____ _____ _____
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Child's Name: _____ Date of Birth _____ M / F Please list all medications taken routinely and any allergies or medical conditions. _____ _____ _____
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Mother's/Guardian Name \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
\_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

Father's/Guardian Name \_\_\_\_\_  
Home Phone (if different) \_\_\_\_\_  
Address (if different) \_\_\_\_\_ Work Number \_\_\_\_\_  
\_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

### **Persons permitted to pick up your children from Extended Care:**

**All others must be at least 16 years of age and be able to show picture id:**

1. Name \_\_\_\_\_  
Phone \_\_\_\_\_
2. Name \_\_\_\_\_  
Phone \_\_\_\_\_
3. Name \_\_\_\_\_  
Phone \_\_\_\_\_
4. Name \_\_\_\_\_  
Phone \_\_\_\_\_

**I have read the rules and agree to abide by them.**

**Signature of Parent or Legal Guardian:** \_\_\_\_\_

**Date** \_\_\_\_\_