

# **Saint Mary Catholic School**

## **Extended Care Program 2025-2026**

Add us to your contacts!  
SMCS Extended Care, during program hours, **(850) 865-2945**.

	<b>Morning Care:</b> 6:30 – 7:45 a.m.	<b>Aftercare:</b> 3:00 – 5:15 (K3 & K4) 3:00 – 5:45 (K5 – 8 <sup>th</sup> )	
<b>Prices</b>	<b>Morning Care</b>	<b>Aftercare</b>	<b>Combination</b>
One Child:	\$ 770.00	\$1,322.00	\$1,910.00
Two Children:	\$1,396.00	\$2,276.00	\$3,268.00
Three Children:	\$1,836.00	\$3,012.00	\$4,332.00
These amounts are for the year and can be divided into 10 monthly payments which will be added to your FACTS Agreement.			

**EARLY RELEASE DAYS:** Before care will still be offered. Aftercare will not be available on days of early release. Please make arrangements to pick up your student at 11:30 a.m.

**BEFORE CARE:** Drop-ins are welcome. \$6.00 per student per day.

Before school care is open for drop-ins or regular use, even on early release days. Doors open at 6:30 a.m.

**AFTERCARE:** Not available for drop-ins.

**Snack** – A small snack is provided for all students. Feel free to send an additional snack for your child, as they are often hungry again before pick-up. Also, if your child has special dietary needs, you will be responsible for providing a suitable snack.

**Drop off** – Teachers of small children will escort students to the cafeteria at 2:45. All other students must report to the extended care staff immediately after school is dismissed. The extended care program is not responsible for students who do not check in after school.

**Pick up** – Please notify the school during school hours or the Extended Care office after school if the person picking up students is not on the attached Family Record Form. The person picking up students must show a picture ID.

**K3 and K4 students must be signed out by 5:15 p.m.**

**K5-8th grade students must be picked up by 5:45 p.m.**

**LATE Pick Up** – A fee of \$2.00 PER MINUTE will be charged for students who are not picked up on time. **After the third time students are picked up late, they will be removed from the Aftercare program.**

**AFTER SCHOOL ACTIVITIES:** If your child is involved in tutoring, sports, etc., immediately after school, please notify the teacher or coach if your student should go to Aftercare when the activity is finished. If the activity begins later than 3:00 pm, a note must be provided from the parent or guardian specifying the time and activity for the student's release. **Students will not be released without a note or email to [peggy.broadus@saintmaryschool.net](mailto:peggy.broadus@saintmaryschool.net).**

**EXTENDED CARE RULES:** SMCS Student Handbook rules apply to the Extended Care Program.

1. Cell phones must remain turned off and in your student's backpack unless specific permission for use is given by program staff and used in the presence of that staff member.
2. Please leave all electronics at home. We are not responsible for any lost, damaged, or stolen items. Any electronics brought in will be collected and returned to the parent/guardian. The only exception is for middle school-issued laptops, which can be used during homework time only.
3. When students are on the playground, they must stay within the fenced area. Students will be in the cafeteria if the weather does not allow outside activities.
4. Students must have the permission of the staff to exit or re-enter the cafeteria so that staff know where students are at all times.
5. All students will be expected to respect the staff and each other as well as the materials and environment provided. Student offenses will be handled on an individual basis.

**Children who cannot follow the rules of the Extended Care Program will be removed from the program.**

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

Signature of Parent or Legal Guardian:

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Student(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Extended Care Program 2025-2026  
Family Record Form**

Please list each student using first and last name. Please list all medications taken routinely and any allergies.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ M / F

Allergies, Medications, Medical Conditions: \_\_\_\_\_

\_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ M / F

Allergies, Medications, Medical Conditions: \_\_\_\_\_

\_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ M / F

Allergies, Medications, Medical Conditions: \_\_\_\_\_

\_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ M / F

Allergies, Medications, Medical Conditions: \_\_\_\_\_

\_\_\_\_\_

Mother/Guardian:

Father/Guardian:

Name \_\_\_\_\_

Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

**Additional persons permitted to pick up your children from Extended Care.  
Persons must be at least 16 years of age and show picture identification.**

1. Name \_\_\_\_\_

Phone \_\_\_\_\_

2. Name \_\_\_\_\_

Phone \_\_\_\_\_

3. Name \_\_\_\_\_

Phone \_\_\_\_\_

4. Name \_\_\_\_\_

Phone \_\_\_\_\_