

ST. THOMAS MORE SCHOOL EXTENDED CARE PROGRAM SUPPLEMENT

Program Philosophy

St. Thomas More School Extended Care Program operates along the same philosophical guidelines as the school. The primary goals of the program are to instill within each person a feeling of self-worth and respect for others, to provide a foundation in the cooperative, social, and emotional areas of growth in a safe, caring Christian environment.

The program allows the children to experience a diversity of growth activities, independent, self-directed and staff directed. We strive to create an atmosphere that will stimulate and challenge each child according to his or her abilities, therefore developing a sense of competence. An important focus of the program is to assist children in learning how to make appropriate decisions about their own behavior. Positive reinforcement methods are used to help children develop positive patterns of behavior with the other children and adults in the program.

Program Description

St. Thomas More School offers morning extended care for students from 7:00 a.m. until 7:45 each school day morning. Morning extended care is held in the classroom of the teacher who is on duty that day. Students may read a book, do some schoolwork or quietly do anything they like. (This is not a time for eating breakfast.) They need to work quietly and not disturb other students. After a warning to the parent, a student who continually disturbs other students or the teacher will be excused from the program with no fee refunded.

At 7:45 they will be dismissed from the classroom to go outside when the supervised schoolyard is opened.

In order to participate in this program, students must be pre-registered and paid in advance. This is not a drop-in program. Pre-registered students may come in as frequently as they wish arriving anytime from 7:00 a.m. onward.

St. Thomas More after school extended care may be used as frequently as a family wishes. No advance sign-up for after school care is necessary. The program runs from 2:45 until 6:00 p.m. on days of regular dismissal, from 2:15 - 6:00 on Friday, and from 12:25 until 6:00 on minimum days. Students are signed into extended care as of their dismissal time. Students waiting for their parents to pick them up should wait on the school bench inside the yard by the yard gate. They may remain there for fifteen minutes after which they will be signed into extended care as of their dismissal time. Extended care charges will be charged for any child not picked up at dismissal and then signed into the program. This is true even if no one signs the child out or even if his or her name is scratched off the sign in/out sheet.

Our schedule for after school extended care begins with outdoor activities and snacks. At 4:00 students come into Carroll Hall for study/homework period and arts & crafts, story time and/or group activity for kindergarten students. Computer activities and indoor table games are available for those who finish their schoolwork.

Fees

Morning Extended Care: There is a non-refundable fee of \$350 per child for the service for the school year. The number of students involved in the program will be limited. Registrations are taken on a first come first reserved basis with completed form and a non-refundable \$70 deposit necessary to reserve the spot. The balance of the fee is due in four monthly payments of \$70 each due on the 1st school day of each month, October through January. Parents who need this service on a short term basis must make arrangements with the coordinator of the morning care program. Such an accommodation may only be made if there is space available and a reservation and payment of the \$10 per day fee is received in advance.

After School Extended Care: The after school program charge is currently \$3.00 per hour or fraction thereof. However, there are late charges for those who do not pay their extended care bills in a timely manner. The coordinator of after school care sends billing statements monthly and payment is due shortly after billing. Balances not paid by the due date will incur a \$10 late charge. A late charge, increased to \$25 per month, is added to balances remaining unpaid 30 days from the billing date. Children from a family with a balance that is far past due will not be allowed to attend extended care until the account is brought up to date. Extended care per hour rates may be increased for those families if and when they are allowed to return to the program. They may also be required to make future extended care payments in advance. Families with children not picked up by 6:00 p.m. have an added charge of \$8.00 per quarter hour (or fraction thereof) for care from 6:00 until 6:30, after that it is \$10 per quarter hour.

Supervisors

School personnel staff our morning care program. School personnel plus additional employees staff our after school care program. High school students assist at various times through the year in order to fulfill community service hours.

Extended care staff includes:

Morning Care Coordinators

Sue Kapovich

After School Care Coordinator

Eileen Ramos

Staff

Sister Patricia Rogers, Melody Oakley,
Jamie Bond and Joyce Broder

Coordinators establish procedures and schedules, interview applicants to the program when needed, assign supervisors, does the bookkeeping and monthly billing, schedules field trips for vacation extended care, oversees yard and indoor supervision, confers with parents if the situation calls for it.

Supervising personnel check-in students, observe yard and indoor activities, prepare special day snacks, assist with homework, monitor check out, secure building before closing.

Sign-Out Procedures

Parents or previously authorized persons must sign every child out of the program each day on the designated sign-in/sign-out sheet. Parents are required to fill in authorization sheets listing names and phone numbers of those persons, other than themselves who are permitted to pick up their children. Children will not be released to persons not listed on the form without written authorization signed and dated by the parent. Telephone calls are not acceptable authorization for release of a child to someone not listed on the authorization form.

Illness and Emergencies

When a child becomes ill or is injured at the program, the parent will be notified immediately and is expected to pick him or her up as soon as possible.

Miscellaneous

Students should bring a snack to after school extended care especially if they are to be there through most of the afternoon. No gum will be allowed in the program.

Although not required, students may bring a change of clothes for play and outside activities. Because there are so many children involved in this program, it is very important that all clothing, jackets, lunch boxes, and backpacks are clearly labeled with the child's name.