

St. Mary School Extended Day Program

2018-2019

St. Mary Extended Day Program would like to welcome all the new students and say, "Welcome back" to those returning. Extended Day is an affordable quality program for students in preschool through grade 8. The Extended Day program is more than after-school childcare. We provide healthy snacks, physical activity, creative arts, homework help and social interactions for the students in a safe and supervised environment.

Forms and Fees

There is a yearly APPLICATION FEE of \$6.00 per FAMILY. However, EACH child in the family must be registered separately. Please complete both the Application Form and the Child Pickup Authorization Form. You may remit your \$6.00 nonrefundable registration fee along with the forms to the school office with "**Extended Day**" clearly marked on the outside of the envelope. Extra forms can be obtained through the school office. The Extended Day program is offered on regular school days as well as on early dismissal days. **The hourly fee is \$3.60 per child.**

Billing

Bills will be placed in the Wednesday Communication Folders every two weeks and, as per the signed payment agreement, the payment is due seven (7) days after the bill is issued. PLEASE place your payment in an envelope marked "**Extended Day**". Late fees: \$5.50 for each 15-minute period past **6:00 P.M.**

If you are unable to make a payment at any given time, or if you feel that there has been an error on our part, please contact me by:

1. phone at (440) 322-2808 OR the bookkeeper (440) 323-5539
2. a note in an envelope marked "Extended Day" via the school office
3. email at jplas@smselyria.org

Quiet Time/Homework

Quiet time is a powerful tool for the children. It is during this time that the children can do their homework, study, receive help with a problem area, work on a puzzle, or read a book. Please encourage your child(ren) to use this time wisely. They should always have something educational to work on during this time. Please note that we are not all teachers. We do the very best we can to assist the children, but you should still review their homework with them. All school rules apply especially with electronics.

How to Contact Extended Day

If you need to contact Extended Day during school hours, please dial (440) 322-2808 and leave a message with Mrs. Poling at extension **242**. After 3:00 P.M., call (440) 322-2808 extension **243**.

Change of Clothes

The children love to play outside, and sometimes they play hard and get dirty. The uniform clothing is expensive to replace. If desired, please have your child(ren) bring clothes and/or shoes, no flip flops, that they can change into for playing outside or in the gym.

Tuesdays - Hot Meals Program

Hot meals are served in the cafeteria every Tuesday except the 1st Tuesday of the month. During those Tuesdays, all students will meet in the St. Joseph building. Parents and/or those authorized to pick up a child(ren) will come to the outside door closest to the playground to sign out your child(ren). We will not have access to the buzzer/intercom system to communicate with you or to let you inside the building. Once we visually see you, we will let you in. We will be in the cafeteria on the 1st Tuesday of each month and resume normal pick up.

Permission Slip for St. Mary's Sports, Clubs, etc.

A permission slip **MUST** be completed and returned to the Extended Day staff anytime your child(ren) will be leaving to participate in **sports, clubs, etc.**, on school grounds during the Extended Day hours.

If your child(ren) will be going to an afterschool Educational Enhancement program activity, please send a note stating that they will arrive at Extended Day once the activity is over. Please be aware that snack time is at the **beginning** of Extended Day. Therefore, students arriving after the Educational Enhancement program will not receive a snack.

Additional information

We have plenty of toys for the children and would appreciate it if they did not bring things from home. We cannot be responsible for these items.

We also provide a healthy snack in the afternoon for the children, so unless your child(ren) have allergies or other health concerns, we would like them to have our snack. We can discuss this on an individual basis if it is a problem. Please send a note or call us if your child(ren) will need an extra snack due to attending an activity immediately after he/she leaves Extended Day.

Schedule

2:30-2:45 P.M.	Snack
2:45-3:15 P.M.	Physical activity – outside or in the gym
3:15-4:15 P.M.	Homework/quiet time activities
4:15-6:00 P.M.	Free choice activities

We will be having special activities throughout the school year such as visitors from the Lorain County Metro Parks. We may have additional activities, but we will send that information home in the newsletter.

Thank you for your involvement in our program.

Mrs. Joyce Plas
St. Mary School Extended Day Director

St. Mary School
 Extended Day Application Form (one per student)

✓
Complete and return if applicable

Child's Name	Sex M or F	Date of Birth Month/Day/Yr.	Grade	Room No.	Teacher
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Child's Address	Number	Street Name	City	Zip	Telephone Number
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Public School District of Residence _____

Parent/Guardian's Name _____

Home Address _____ Telephone () _____

Employment Address _____ Telephone () _____

You may wish to register your child for every day from 2:30-6:00 P.M. Alternatively, you may want a more flexible schedule. The importance of this information is crucial to the protection and safety of your child. This application will ensure your child's admittance into the Extended Day Program.

_____ will be attending the St. Mary School Extended Day Program on
 (circle all that apply)

MONDAYS TUESDAYS WEDNESDAYS THURSDAYS FRIDAYS

from 2:30 P.M. till _____ **OR**

_____ will be attending the St. Mary School Extended Day Program on an as-needed basis.

Attached is my nonrefundable deposit of \$6.00 per family made payable to St. Mary School

Signature _____ Date _____

IN CASE OF AN EMERGENCY

ALTERNATE CONTACT:

Name	Daytime Address	Telephone	Relationship
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If I or the alternate contact cannot be reached and it is advisable to send my child home due to illness or injury, my child can be released into the custody of anyone listed on the Child Pickup Authorization Form.

NOTE: PLEASE INFORM US OF AN ALLERGIES AND/OR HEALTH CONDITIONS.

CONTINUED ON REVERSE SIDE

St. Mary School
Extended Day Child Pickup Authorization

Name of Child _____

Name of Adult Relationship Form of ID to be Used

Name of Adult Relationship Form of ID to be Used

Name of Adult Relationship Form of ID to be Used

I understand that the above-captioned are the only person(s) designated to pick up my child from St. Mary School Extended Day Program. In the event that another person is going to pick up my child at any time I will immediately notify the program of any change and what identification is to be used. The Director will have a sign out sheet that must be signed by the parent or designated person(s) pickup up my child each day.

Parent/Guardian Signature _____ Date _____

FEE PAYMENT AGREEMENT

I understand that a nonrefundable **enrollment fee of \$6.00 per family** will be paid at the time of registration. The **hourly rate is \$3.60 per child.**

A \$5.50 fee will be added each billing period for payments that are late. Payments are due seven (7) days after the bill is issued. If bills are not picked up in Extended Day, they will be sent home with hour child. I agree to pay any late fees incurred when a late pickup occurs or when payment in full is not made within the time period stated.

Late Fees: \$5.50 for each 15-minute period past 6:00 P.M.
 \$5.50 late payment fee (each week late)

Parent/Guardian Signature _____ Date _____