

ST. MICHAEL THE ARCHANGEL SCHOOL

EXTENDED CARE

ELEMENTARY SCHOOL STUDENTS ONLY

The extended care program is offered at the Elementary School location **only** for grades Pre-K through 4th grade. Our morning care program is held from 7:30am-8:15am and after school care is held from 3:15pm-5:30pm. **Our extended care program start date for the 2017-18 school year will be Tuesday, September 5th.** The yearly registration fee for each student is \$20.00 (non-refundable). The hourly rate is \$7.25 per child, per hour and is calculated to the nearest 15 minute period. Parents will be billed monthly. We require all children to be registered for extended care before being admitted to the program. Please fill out the form below and return it on the first day of school. The registration fee and billing will be done through your FACTS account. Once registered, a copy of your child's 2017-18 emergency card will be kept with the extended care facilitators.

Morning extended care is held in the Pre-K classroom, and drop-offs and pick-ups take place at the outside door to this classroom. After school care takes place in the Pre-K room as well. Your child's teacher requires a notice in writing that your child should be put into after school care, or you must call the office before 3:00pm to have him/her sent to after care that day. Other than registration, advance notice is not required for the morning care program. Attached, please find the Guidelines for After Care.

If you have any questions or concerns, please contact the Elementary School office at 610-965-4441.

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2017-18

REGISTRATION FOR: Please check all that apply.

_____ **MORNING CARE**

_____ **AFTER CARE**

Family Last Name: _____

Student Name(s): _____ **Grade(s):** _____

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Guidelines for After Care

After care students proceed as a group at the end of the day, with the extended care moderator to the Pre-K classroom.

Students may bring snacks for After Care, which will be enjoyed from approximately 3:15-3:30PM.

- Time will be given to complete homework from 3:30PM until completed. Students who finish early or who are without work will remain quiet while the others complete their work. Students **MUST** bring books for a silent activity from home for the time when they do not have homework to complete.
- After the majority of students have completed homework, activities for the day will start. For example: movies, arts & crafts, games. Electronics are permitted but sharing of them is prohibited. G-rated movies & games from home are also allowed.
- School rules still apply in After Care. There will be consequences for misbehavior. The first offense will be a "time out" without any play or activities for 5-10 minutes depending on the severity of misbehavior. If behavior does not improve, parents and principal will be notified.
- If a student is not picked up by 5:30PM, we will call the name listed on your child's emergency cards, and so on, until we are able to reach someone. St. Michael the Archangel School reserves the right to charge an additional fee to any family whose child is not picked up by the program's stated end time.
- Any student who leaves school early, or who is engaged in extra-curricular activities including but not limited to CYO activities, Boy/Girl Scouts, choir, etc., may not then enter the After Care Program. Students are also not permitted to leave After Care to engage in any of these activities without a written note given to the After Care director, and he or she must be accompanied by a designated adult to the activity. This is for the safety of your child, and no exceptions will be made.
- The After Care Program is **not available on half days or any day when the school dismisses early**. If you have any questions or concerns, please contact the Elementary School office at 610-965-4441.

Thank you for your cooperation.