

St. George Extended Care Policies

Director's Contact Information: Tammy Tyree

Extended Care: 573-897-3645
St. George School: 573-897-3645
Cell Phone: 573-5480

Hours of Operation & Fees:

Before-School Care: 6:15 a.m.-7:15 a.m.= \$2.00/ \$4 for drop-in

Extended Care before school does not provide the students with breakfast in the mornings. If the student has not eaten yet they are more than welcome to bring whatever you provide for them to eat.

After-School Care: 3 p.m.-5:30 p.m.= \$8.00/\$10 for drop-in

This fee includes a snack. It is the student's responsibility to acknowledge his/her homework assignments and use the resources available. The Extended Care staff will supervise the homework session but will not tutor the students. Please talk with your student about your expectations for doing schoolwork at Extended Care. ****NOTE:** Extended Care will be open on early dismissal days for the same charge.

All-Day Care (Snow Days & No School): 6:30 a.m.-6 p.m.= \$22.00/\$24 for drop-in

Extended Care will not be open on days when school is not in session or school has been canceled because of snow. See the school calendar for days Extended Care is open/closed.

Early Dismissal : 12:30 p.m - 5:30 p.m. \$11/\$13 for drop-in. If we serve lunch \$15.00.

No School Days: The Director will ask parents to sign up a few days prior for care on those days. It is important that parents and guardians honor their commitment to having their student attend if they have signed up. Additionally, those not signed up may not just show up. The Director must prepare and make arrangements for staffing and food based on the number of students in attendance. If a parent has signed up for Extended Care on a No School day, they will be charged regardless of their student's attendance.

Early Dismissal Days: Extended Care is always available with the exception of early dismissal due to snow. In some cases, it may open for a shortened period of time to make sure parents can pick up their children

****NOTE:** A minimum of 10 students is required for Extended Care to be open on No School days. If the minimum number of students have not signed up in advance, then Extended Care will be closed! Once you have signed up your child for a non-school day you are responsible for payment whether or not your child attends.

Student's Status:

Your student will be considered one of the following:

- Full-time= student attends every day.
- Part-time= student attends on the days specified by a schedule provided monthly to the director.
- Drop-in= student attends once in awhile and has no set schedule.

NOTE: Drop-Ins will be charged an additional \$2.00 over and above the amount listed above.
**** New rates go into effect 8/2021**

Payment of Fees:

- **Fees are due on first Friday of every month for the upcoming month's bill.** This is to ensure that your child will have a spot saved for them. A statement will be sent home with your student before the beginning of the upcoming month. You will be billed for the number of days for that month, regardless of whether the student attends or not. Should an all-day session occur that month, attendance is optional and the all-day fee will be assessed if the student is signed-up to attend that day. You will be billed for that all-day fee on the next billing cycle.
- For drop-ins, parents should notify the Extended Care Program Director by calling the school office or sending a note to school. This ensures adequate staff and supplies. Once again, drop-ins will be charged an additional \$2.00 over and above the regular fee.
- If students are not picked up by 6 p.m., a late fee charge of \$5.00 is incurred for each half hour (or portion thereof) past 6 p.m. This will be paid by the next school day.
- *The St. George Extended Care Program is entirely financed by fees. Regular and prompt payment will assure the continuation of personnel and the provision of ample supplies, equipment, and snacks. We rely entirely on parental responsibility in the matters of prompt payment and pick-up in the evenings.*

Absences: If a student is absent from school, leaving early from school, or has other after-school arrangements, the parents are asked to please notify the school office or the director that the student is going to be absent.

Toys from home: We strongly discourage students from bringing toys from home. Often these items are very personal and important to the student and they feel they must defend and protect them. If a personal toy becomes a problem, it will be confiscated until the student leaves for home.

Medication: Medication will not be administered by mouth unless the Director receives a signed statement of instruction from the parent or guardian authorizing the Extended Care staff to assist the student in administration and/or consumption of the medication.

Expectations for student's behavior: The students will be expected to respect the staff, fellow peers, and the environment provided. Unacceptable language and behavior will not be tolerated. Students must NEVER leave the building or school grounds.

Expectations for Parents and Guardians when picking up your student: Extended Care is locked, in order to pick up your child you must ring the doorbell in order for you to come into the building. We ask that you do not take your student from the Extended Care Program without notifying the staff and signing your student out every day, sign-out sheets are located by the door. Students are not allowed to depart by getting into a vehicle that merely pulls up. Caretakers must physically see the person the student is leaving with. Parents or guardians should send a note to the school or notify the Director if someone other than the listed persons on the registration form will be picking up their student.

Emergency Forms: With the student's safety and well-being in mind, it is most important that the parent fill out an emergency form. The forms expire after one year. If your student's form has expired, the Director will provide you with a new form to fill out on the first day of school. The form will need to be returned AS SOON AS POSSIBLE.

Getting Important Papers and Student Papers Home: Starting on the first day of school, there will be a file box on the sign-out table. Each family that attends Extended Care will have a folder in that file box. Parents and Guardians are responsible for checking this folder each time they sign their students out.