



St. James School Extended Care Program 2021-2022

St. James School extended care program is a safe, educational, and fun environment for students to explore their interest with others of various ages. Students and the instructor engage in a variety of hands-on activities, outdoor experiences and play.

Extended Care Hours:

Monday- Friday Morning Session 7:00 a.m. – 7:45 a.m.

Monday-Friday Afternoon Session 3:00 p.m. – 5:00 p.m.

Wednesday Afternoon Session 2:00 p.m.- 5:00 p.m.

Early dismissal days Afternoon Session 11:30 a.m. – 5:00 pm. unless noted there will not be extended care.

Extended Care Contract:

All registered families must sign an Extended Care Contract. Students are sent to extended care if they have not been picked up by quarter after release time and will be charged with a Drop-In Rate.

Extended Care Fee Schedule: Extended Care is \$4.00 per hour/per child or \$2.00 per 30 minutes/per child. Minutes are rounded to the nearest half hour.

Drop-ins will be charged \$6 per hour/per child or \$3 per 30 minutes/per child.

Children picked up after 5:00 p.m. will be charged an additional \$1.00 per minute.

Extended Care Reserved Spots: Parents or guardians may reserve extended care space(s) by submitting a weekly schedule prior to the beginning of the week.

15 spots will be available for reserved spots and 5 spots are available for drop-ins. This is to forecast staff needed and keep low cost for the program.

Unused reserved time does not carry over the next week. St. James School reserves the right to terminate a family's extended care contract for repeated late pickups or failure to abide by other extended care guidelines.

Extended Care Drop-In: Parents or guardians may email or call the front office the day of and request for their child(ren) to attend extended care for that day. Spots are limited.



Payments: In order to keep our extended care program at low cost, payment must be paid prior to usage. You may purchase increments of 30 minutes on our website or pay by card or check at the front office.

Drop-ins will be billed weekly and must be paid upon receipt.

Extended Care Snack: Please send a healthy snack with your child(ren) to eat at extended care for morning and/or afternoon along with a water refillable water bottle.

Supervision: We are certified with Children's Services Division and follow their requirements of one adult teacher/aide for every 15 children.

Extended Care Forms Needed: Extended Care Form, Emergency Form and Student Authorization Pick Up Form.

St. James School Extended Care

Child's name _____ Grade _____

Child's name _____ Grade _____

Child's name _____ Grade _____

- I/We understand fee schedules and understand times that are available
- I/We understand I am responsible for notifying the school if my child will attend extended care by phone, email, or signed note weekly.
- I/We understand early dismissal days my child will bring a cold lunch and extra snack to extended care.
- I/We understand that in the event that costs and/or fees are incurred in connection with my account, I will pay all such costs and fees.

Parent/Guardian
Signature _____ Date _____