



## St. James School Multi Age (Kinder- 6<sup>th</sup> grade) Extended Care Program 2022-2023

St. James School extended care program is a safe, educational and fun environmental 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** -NO 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 Sign Up:** Parents or guardians will receive a google form from the front office to sign up for extended care. Please communicate with the staff via phone or email if there are any changes.

15 spots will be available everyday for reserved spots and 5 spots will be available for drop-in. This is to forecast staff need 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 students' failure to abide by extended care guidelines.*



**Payments:** In order to keep our extended care program at low cost, payment must be paid prior to usage. You may purchase extended care tickets increments of 30 minutes per ticket on our website [www.stjamesmac-school.com](http://www.stjamesmac-school.com) under the Parents header. Or pay by card or check at the front office.

**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 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 Pre-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 signing up for extended care using the google form sent from the school via email.
- I will notify the school if my child will attend extended care by phone, email, or signed note for unscheduled days.
- I/We understand early dismissal days extended care is not provided.
- 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 \_\_\_\_\_