



Saint Thomas More Catholic School

630 West Ponce de Leon Avenue, Decatur, Georgia 30030
(404) 274-2337 Extended Care

Extended Day Program 2009-2010

General Information:

Please keep this information for your records. Extended care will be held every full day that school is in session. (Please refer to school calendar. The extended day program is available only to the students of Saint Thomas More Catholic School who need adult supervision before and after school. This program is offered to students from Kindergarten through eighth grade, ages 5 – 14. No transportation is provided and the program does not take any field trips. Due to lack of facilities, space is limited. There will be an ongoing wait list kept in school office. We have tried to include all information considered important to your child's safety and the basic operation of the program. We welcome any ideas or suggestions you may have, so we can continue to provide a happy and worthwhile experience for your child.

The Extended Care Program will provide a snack, study hall, planned activities and play time. After school we stress the "Three R's," Responsibility, Resourcefulness, and above all **Respect**.

Director: **Judy Chadwick** **(404) 274-2337**

Billing: **Karyl Davis** **(404) 378-4588**

Federal Tax I.D. # **58-0456277**

Hours of Operation: Aug. - June

Morningcare: **Mon. – Fri.** 7:00 a.m. – 7:35 a.m. (arrival before 7:35 a.m., you must sign up for morningcare and you will be charged.)

Aftercare: 3:15 p.m. – 6:00 p.m.
(**Mon.- Tues. – Thurs.-Fri.**)
2:15 p.m. – 6:00 p.m. (**Wednesday**)

Late Fee: **\$1.00 per minute** for pick up after 6:00 p.m.
(This will be strictly enforced!)



Extended Care – Fees
2009-2010

Important: Due to the growing numbers of students and lack of facilities, we are limiting the number of children who can attend to 150 children. **There is a non-refundable registration fee of \$35.00 per family that MUST be turned in with registration forms no later than May 15, 2009.**

Registration Fee: \$35.00 per family

2009 - 2010 Fees:

Morningcare: **1 child \$10.00 per week**
(No daily rate)

7:00 a.m.-7:35 a.m. 2 or more children \$17.00 per week
(No daily rate)

Aftercare:

Daily (2 or less days) **1 child \$12.00 per day**
2 children \$20.00 per day
3 or more children \$26.00 per day

Weekly (3 or more days) **1 child \$50.00 per week**
2 children \$80.00 per week
3 or more children \$85.00 per week

Late Fee: \$1.00 per minute for pick-up after 6:00 p.m.
(This will be strictly enforced!)
(All late fees will be added to the next billing)

Payments: Bills will be mailed out every three weeks. All payments are due within 10 days of billing. Please make checks payable to **St. Thomas More School.**
Late payments will result in termination from the Program.
A \$25.00 fee will be charged for any returned check, no matter what the reason.

Note: We have checked with other programs in the area and our rates are in line and in most cases, more accommodating.



Extended Day Program
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Tentative Schedule:

Grades 1-8 will go to Mulhern Hall at dismissal and checked into the program.

Kindergarten will be checked in inside their classrooms and brought over to Mulhern Hall. Children who are not enrolled in Extended Care will not be dismissed. If you are a part time care – ***YOU MUST LET YOUR CHILD KNOW AHEAD OF TIME WHETHER OR NOT TO GO TO EXTENDED CARE!*** That way they will be properly checked in.

It is the child's responsibility to be in Mulhern Hall room and get checked in!

3:15 to 3:45 - Snack in the Mulhern Hall

3:45 to 4:30 - Outside Play time if weather permits-Field or Courtyard
Rain days-Mulhern Hall or Gym

4:30 to 5:15 - K- story time, puzzles, bingo. Grades 1-8 homework in Mulhern Hall

5:15 to 5:45 - Games or outside play(courtyard)

5:45 to 6:00 - Clean up (outside or Mulhern Hall)

Children will be grouped accordingly:

Kindergarten and Grade 1 will be together with 2 adults - Inside time in Mulhern Hall and outside on children's playground area.

Grades 2 thru 8 will be together with 1 adult per 25 students. Homework in Mulhern Hall - outside play is on the field, in the gym or in the courtyard.



2009-2010 Extended Care Registration Form

Note: Pages 4-10 must be filled out and returned for each child registering

Please fill out the application completely (Do not leave any spaces blank) and return to the school no later than May 15, 2009. If you fail to fill out any portion or do not send the registration fee with your application, your application WILL NOT be processed.

1. Child's Name Sex Date of Birth Grade for 09-10

2. Home Address Home Phone

3. Father's Name Work Phone

4. Father's Home Address and Telephone Number, if different from child's

5. Father's Place of Employment and Address of Employment

6. Mother's Name Work Phone

7. Mother's Home Address and Telephone Number, if different from child's

8. Mother's Place of Employment and Address of Employment

Child's Living Arrangements: Both Parents Mother Father Other

Child's Legal Guardians: Both Parents Mother Father Other

The child may be released to the person (s) signing this agreement or to the following:

Table with 2 columns: Name, Address/Phone

THIS PAGE MUST BE RETURNED

Persons to contact in the case of an emergency when parents cannot be reached:

Name	Telephone
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Name	Telephone
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Name	Telephone
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St. Thomas More Extended Care agrees to provide care for the child/children named below for the type of care you have checked below. Hours of Operation are Monday to Friday from 7:00 am to 8:00 am, Wednesdays 2:00pm to 6:00 pm, and Monday, Tuesday, Thursday, and Friday 3:00 pm to 6:00 pm. Afternoon snack will be provided.

YOU MUST SIGN UP FOR ONE OF THE FOLLOWING:

- _____ Number of children for morning care 7:00 a.m.-7:35 a.m.
- _____ Number of children for full-time aftercare (3 or more days)
- _____ Number of children for part-time aftercare (2 or less days)

Please list all children who will be attending and their grade level for 2008-2009 school year.

Name	Grade
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Name	Grade
------	-------

Name	Grade
------	-------

Name	Grade
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Signature: _____ Date _____ Telephone _____

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Director's Signature _____ Date _____

Emergency Medical Authorization

Should _____, _____ suffer an injury or illness
Child's name **Date of Birth**
while in the care of Saint Thomas More Extended Day Program and the facility is unable to contact me immediately, it shall be authorized to secure such medical attention and care for the child as may be necessary. I (We) agree to keep the facility informed of changes in telephone numbers, etc where I can be reached.

The facility agrees to keep me informed of any incidents requiring professional medical attention involving my child.

Child's primary source of health care is:

Physician/Clinic Name **Telephone Number**

Please list all known medical conditions (i.e.) diabetic asthmatic, drug allergies and any medication child currently takes:

Please indicate if there is evidence of age appropriate immunization on file in the school office. Yes No
Please indicate if there is a physical exam form in your child's school file: Yes No
For safety and liability reasons, the Aftercare program must make a copy of this exam form to keep on hand in your child's Aftercare file

Parent Signature _____ **Date** _____

Records Release Authorization

I hereby release and request St. Thomas More School to release to St. Thomas More Aftercare Program a copy of the most recent immunization certificate, physical examination record and health card of _____ present in their school file.

Child's Name

Parent Signature _____

Date _____ **Telephone** _____

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Saint Thomas More Catholic School

630 West Ponce de Leon Avenue, Decatur Georgia 30030

Parent Agreement Form

2009-2010

Neither I, my spouse, nor my child will hold St. Thomas More staff, programs therein, or the Church liable for any accident or injury to my child/children while enroute to or from or during the St. Thomas More Extended Care Program, on the playground, at the school or in any fashion connected with activities sponsored by the St. Thomas More Extended Care program.

Furthermore, I understand that insurance on my child is not the responsibility of the St. Thomas More Extended Care program, St. Thomas More school, the Church, or the staff of the program. I also understand that there will be NO REFUNDS of fees incurred.

In the event of an emergency requiring immediate medical attention, the staff members of the ST. Thomas More Extended Care Program or the Church are authorized to consent to such medical attention for my child as is deemed immediately necessary. I further understand that I or the persons whose emergency telephone numbers appear on the registration form will be notified as quickly as possible as -will my child's pediatrician.

I understand that if discipline problems arise or if it is determined to be in the best interest of my child or that of the St. Thomas More Extended Care Program, my child may be suspended or withdrawn from the program. I understand that my child may be dropped from the program if fees are not paid on a timely basis.

I understand the hours of the St. Thomas More Extended Care Program as outlined in the extended care registration materials and that there are no provisions for the Church nor the extended care program to provide care for my child beyond the normal operating hours. (7:00 a.m. - 8:00 a.m. and from dismissal until 6:00 p.m.) An Afternoon snack will be provided.

I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status, and immunization records, etc. The facility agrees to keep me informed of any accidents, including illnesses, injuries, exposure to communicable diseases, which include my child.

St Thomas More Extended Day can not care for a child with mental health disorders, mental retardation, or developmental disabilities which would limit the child's participation in the centers program and activities as the program is not equipped to handle those situations.

I also understand that my child may be dropped from the program if late pick up occurs. I further understand that I or persons authorized to pick up my child/children must personally sign out my child from the afternoon extended care program and escort my child out of the center. Failure to do so may result in my child being dropped from the program. The Extended Day Program will not permit any child to exit the center without a parent authorized adult escort. During the sports season a note from parents needs to be on file, so that your child may sign out and go to the gym. I have read the above information and I fully understand all information as stated. I agree to abide by all the rules and regulations of the Saint Thomas More Extended Care Program as stated in this material and the handbook.

Parent's Signature _____ **Date** _____

THIS PAGE MUST BE RETURNED



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Important Parental Responsibilities:

With the child’s safety in mind it is important that the parents fill out registration form for each child. This form will include emergency information. If at any time this information changes, please inform the director.

Please be sure to sign your child out before taking them from the property. *We will not allow any children to meet his/her parents at the car, in front of the church or elsewhere. Children must be signed out before they will be released.* This will be strictly enforced for safety reasons and billing purposes. Parents should follow the same parking rules used at school. Please do not park along the curb, sidewalk, or in the front of the church.

Parents should *not* send any persons who are not on the emergency list to ask for the release of your children. For the child’s safety, release will not be granted. In special circumstances, a parent may arrange for such a pick-up by sending a written authorization to the director.

Another area of concern, related to the child’s welfare, is the matter of the whereabouts of each child. If your child is not enrolled in the program he/she will not be allowed to stay. *If you cannot pick up your child at the schools regular dismissal time, please make other arrangements.*

The following information needs to be submitted if your child will be attending other activities after school (2:00-6:00 M-F). This includes Chess Club, Girl Scouts, Boy Scouts, basketball practice, Brownies, study groups, computer lab, Girls on the Run, etc.

- Name of student**
- Activity**
- Day of week**
- Place of activity**
- Parent signature**

Health Information:

Injury - *In case of an accident, we will contact the parent or emergency person. If neither can be reached, St. Thomas More will make the decision about the care of the child.*

Health – *Your child will be sent home if he/she appears to have symptoms of an illness. In such cases he/she will be isolated from the other children. If your child shows signs of fever, throwing up, diarrhea, heavy nasal discharge, constant cough and/or communicable disease, your child will be sent home.*

Parent Signature _____ Date _____

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Extended Day Program 2009-2010

General Rules:

Please discuss these rules with your children; it is important that all children, regardless of age, have a complete understanding of them:

- The rules that apply during school hours, also apply at Extended Care. (Please check the Saint Thomas More handbook with special attention to :)
 - 1. Hitting other children, throwing rocks, bark, sticks, toys etc. is *not permitted*.
 - 2. Toys from home *will not* be allowed in extended care.
 - 3. Inappropriate language is *unacceptable*.
- Children are expected to remain quiet and orderly during the beginning of extended care, so that we may accurately account for the children.
- We must know where every child is at all times.
- There is NO running inside the building or during snack time.
- The Golden Rule applies at all times.
Children are taught to treat others, as they would want to be treated. This means no one is to be excluded from a game or activity, and no one gets preferential treatment.

Consequences:

Conduct referrals (grades K-8) and detentions (grade4-8) will be given for inappropriate behavior. These referrals given during Extended Care will go into the Extended Care file, NOT the school file. Three conduct referrals may result in dismissal from the program.

Parent Signature_____ Date_____

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Extended Day Program
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Termination from the Program:

The directors may terminate the Extended Care Program services to the family and/or individual child. Such cancellation of services will be given with one week's notice, for the following causes:

- **Abuse of the Extended Care Program Hours. (Chronic late pickups)**
- **Repeated inappropriate behavior. (3 Conduct referrals or 3 Detentions)**
- **Non-payment of the Extended Care Program fees.**
- **Failure of the parent/guardian or child to respect the safety and rights of other individuals in the Extended Care Program.**
- **Failure to sign your child out and use time clock.**

Homework:

Each day a homework period is scheduled for second through eighth grade. It is the child's responsibility to acknowledge his/her assignments.

Our staff has no way have knowing what work, if any, has been assigned to which students. If a child does not have homework, he or she *should have a book to read*. Story time will be provided for the kindergarten and first grade.

Food Service:

The Extended Care Program will provide an afternoon snack. If your child is on a special diet, the parent must provide the snack. Please advise us if your child has any food allergies that we need to know about.

Parent Signature _____ Date _____

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