

# St. Margaret School Extended Day Program

## Outline of Services

**In accordance with school policy, we are a peanut/tree nut free program.**

\*Hours: 7:00 a.m.-8:00 a.m./Dismissal-5:30 p.m.

\*Rates: \$7.50 hr. for 11-20 hrs. a week, \$8.50 for 1-10 hrs. a week, \$10.00 hr. as needed, and \$13.00 hr. family rate. Students must commit to at least 1 hr. a week to get the 1-10 hr. a week rate.

Children attending morning Extended Day should use the Clifford Street door, ringing the doorbell in between the two windows to gain admittance.

On snow days, if school is delayed, Extended Day will be delayed. (If school is delayed 1 hour, thus starting at 9:15, Extended Day starts at 8:00 instead of 7:00, etc.) **If school is let out early, or if snow develops and is worsening, for the safety of the children and their families, as well as the staff, please try to make accommodations to pick up your child as early as possible.**

Pick-up can be done by using the porch door on Clifford Street, unless the students are in the parking lot playing. If so, please use the parking lot entrance.

*\*Students will not be allowed to call their parents to arrange different pick-ups. \**

**Hours are calculated weekly and monthly by the Extended Day Coordinator, but billing will be done through APS, our tuition company. Monies will be drawn the 5<sup>th</sup> of each month for services provided the month before. All students attending must use APS for billing/payments. (New August 2017) A \$35.00 maintenance fee will be added to the first "draw".**

**A late fee will be implemented for repetitive late pick-ups of \$1.00 for each minute over, to be paid in cash upon pick-up.**

\*Schedule: 7:00-8:00 Finish homework, independent/group activities, etc.

(Breakfast-Students who may not have time to eat breakfast at home may be sent in with their breakfast if the parent chooses or needs to do so, or the parent may leave breakfast items (cereal, milk, juice, waffles, etc.) at school for the child if they desire!) *Please keep it peanut/tree nut free.*

Dismissal-3:00 Snack, independent/group activities, homework if the student chooses, special events. Students are responsible to bring all necessary homework assignments, jackets, etc. to Extended Day. **They will not be allowed to return to their classrooms.**

3:00-4:00 Outside play. Grades 6-8 may do homework on the porch if they choose to. Pre-K through grade 1 typically go into the "little yard", grades 2-8 go to the school parking lot. Grade 6 & up can sit on the porch and read, talk, or do homework. **No food or drink is allowed on the porch.**

4:00-5:30 Homework if necessary, independent/group activities.

Sometimes children get hungry again during this time. Feel free to pack them an extra snack. *However, please adhere to the no peanut policy.*

\*Toys from home are not allowed in Extended Day. In accordance with school policy, **electronics and cell phones are not allowed.** If (an older student) absolutely needs to get a hold of a parent they will be allowed to use the school phone or a staff member will call for them. With respect to this policy, we also ask that parents do not call or text their children while they are in extended day. Calling the school instead to have the staff give them a message will help us enforce this policy.

Children may bring a change of clothes if they want, providing it follows school dress policies (no short shorts, tanks tops, flip flops etc., and socks must be worn).

**\*\*Medication procedures are the same as the school procedures.\*\***

We look forward to working with your children!

School Phone: 434-2338

Extended Day Phone: (401) 209-7093 (7:00-8:00 a.m. and 2:30-5:30 p.m.)