



St. Mary Catholic Schools

Grades P3-5

St. Gabriel Elementary Campus

St. Margaret Mary Elementary Campus

St. Mary Elementary Campus

St. Margaret Mary Extended Learning and After School Care Enrollment and Procedures 2019-2020

Hours of Operation

Extended Learning is available Monday through Friday 11:00 – 3:00 p.m. for preschool and 4K students.

After School Care is available Monday through Friday 3:00 – 5:30 p.m. for preschool through 5th grade students.

Both programs follow the SMCS calendar.

Cost/Payment

Extended Day and After School Care is \$5.50 per hour, per child. We ask **pre-payment** for each month. Families are asked to prepay for the estimated amount of time needed for the week or month. We charge in 15 minute intervals. If your balance goes below \$30.00, your child will not be able to attend the program until payment is made.

There is a multiple child discount for three or more children. The third child is \$2.75 an hour, for a total of \$13.75 an hour for three children. Additional children charged at the rate of \$2.75 an hour per additional child.

Procedures

All St. Margaret Mary school rules apply to Extended Learning and After School Care. Students will behave in the same manner expected during the regular school day. Behavior issues may result in removal from the after school care program.

A teacher aide will escort students in Extended Learning to the lunchroom at 11:00 am. Students can take hot lunch or bring a cold lunch. After lunch, students will return to the childcare room. All early childhood students will have a 30-minute rest period after lunch followed by extended learning activities.

Students in After School Care proceed to the gym with their class for dismissal to the after school care provider. A staff person will check in each student and direct them to the cafeteria. The program consists of outdoor play, a snack, indoor play time and homework time, if needed. All students will go outside daily, weather permitting. Students are asked to bring a snack from home if they plan to have a snack after school. Students are **not** allowed to go back to their classroom or locker to get snacks. Snack bags will be provided in ASC and it is the student and family responsibility to make sure appropriate snacks are available. Students may not bring electronics or toys from home.

Pick Up

After School Care pickup will be through the gym doors on Division St. Parents will need to call the After School Care phone number **1-(920) 540-0107** for someone to open the door. If the group is on the playground a sign will be posted in the door and parents will need to drive around to the playground for pick up. Each child must be signed out by the adult picking them up. Adults must sign their name and the time of departure to the nearest 15-minute interval. If someone other than the parent is picking up a child, the teacher must have prior written notice from the parent or guardian. Please note that anyone picking up a child may be asked to provide a driver's license to ensure the safety of your child.

Enrichment Program

Students enrolled in enrichment programs can sign up with the school office to use the ASC program before and after enrichment classes. All costs above apply, in addition to enrichment fees. ASC staff will sign your children in and out of ACS when the enrichment teacher picks them up and returns them to the ASC classroom. You will not be charged ASC fees when your child is in an enrichment class. Please call the school office to check on availability.

Enrollment

To enroll in Extended Learning and/or After School Care, please fill out the enrollment form and return it to the school office.

The bottom of this form and the emergency form must be completed prior to using Extended Day or After School Care. For staffing purposes, regularly scheduled hours are desirable. If regularly scheduled hours change or you need additional days, please contact the school office for availability. If you do not have a consistent schedule and plan to use these programs sporadically, please complete all necessary paperwork and contact the school office a minimum of 24 hours in advance to check on availability of services. Due to the high demand for After School Care and staffing availability, space is limited in the after school care program.





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St. Margaret Mary Extended Learning and After School Care Enrollment Form

Family name _____

Student name: _____ Grade _____

M _____ T _____ W _____ TH _____ F _____

Student name: _____ Grade _____

M _____ T _____ W _____ TH _____ F _____

Student name: _____ Grade _____

M _____ T _____ W _____ TH _____ F _____

Circle the days and provide the **hours** on the lines below that you plan to use Extended Learning and/or After School Care program.

If you do not have a permanent schedule you must contact the school office for availability at least 24 hours in advance.

If you need care before or after enrichment activities, you must contact the school office with a schedule prior to the start of the class.

Please note any important schedule information:



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St. Margaret Mary Extended Day and After School Care Emergency Form

Family name: _____

Mother's name: _____

Work phone _____ Cell phone _____ e-mail _____

Father's name: _____

Work phone _____ Cell phone _____ e-mail _____

Child name	Grade	Allergies/Medications
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other adults who have permission to pick up my children from Extended Learning or After School Care

Name: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Name: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Contacts to call in an emergency if parents cannot be reached

Name	Phone number
_____	_____
_____	_____

Please share any other information pertinent to the care of your child:

Medical alerts: _____

Parent/Guardian signature _____ Date _____