

St. George Before and After School Policies

Director's Contact Information: Tammy Tyree

Extended Care: 573-897-3645
St. George School: 573-897-3645
Cell Phone: 573-619-5780

Hours of Operation & Fees:

Before and After School Care is only available on scheduled school days.

Before-School Care: 6:15 a.m.-7:00 a.m.= \$2/ \$4 for drop-in care

Extended Care before school does not provide the students with breakfast in the mornings. If the student has not eaten yet they are more than welcome to bring whatever you provide for them to eat.

After-School Care: 3p.m.-6p.m.= \$75/month per family due at the beginning of the month.

It is the student's responsibility to acknowledge his/her homework assignments and use the resources available. The Extended Care staff will supervise the homework session but will not tutor the students. Please talk with your student about your expectations for doing schoolwork at Extended Care.

Scheduled Early Dismissals: 12:30 p.m - 6:00 p.m. \$15/ \$17 for drop-in care.

Early Dismissal Days (due to snow/weather forecast): Extended Care will be open two hours after school closes. *NOTE: Drop-Ins will be charged \$10.00 per day per child.*

Payment of Fees:

- For drop-ins, parents should notify the Extended Care Program Director by calling the school office or sending a note to school.
- If students are not picked up by 6:00: p.m., a late fee charge of \$5.00 is incurred for each half hour (or portion thereof) past 6 p.m. This will be paid by the next school day.
- *The St. George Extended Care Program is entirely financed by fees. Regular and prompt payment will assure the continuation of personnel and the provision of ample supplies, equipment. We rely entirely on parental responsibility in the matters of prompt payment and pick-up in the evenings.*

Absences: If a student is absent from school, leaving early from school, or has other after-school arrangements, the parents are asked to please notify the school office or the director that the student is going to be absent.

Toys from home: We strongly discourage students from bringing toys from home. Often these items are very personal and important to the student and they feel they must defend and protect them. If a personal toy becomes a problem, it will be confiscated until the student leaves for home.

Medication: Medication will not be administered by mouth unless the Director receives a signed statement of instruction from the parent or guardian authorizing the Extended Care staff to assist the student in administration and/or consumption of the medication.

Expectations for student's behavior: The students will be expected to respect the staff, fellow peers, and the environment provided. Unacceptable language and behavior will not be tolerated. Students must NEVER leave the building or school grounds.

Expectations for Parents and Guardians when picking up your student: Extended Care is locked, in order to pick up your child you must ring the doorbell in order for you to come into the building. We ask that you do not take your student from the Extended Care Program without notifying the staff and *signing your student out every day*, sign-out sheets are located by the door. Students are not allowed to depart by getting into a vehicle that merely pulls up. Caretakers must physically see the person the student is leaving with. Parents or guardians should send a note to the school or notify the Director if someone other than the listed persons on the registration form will be picking up their student.

Emergency Forms: With the student's safety and well-being in mind, it is most important that the parent fill out an emergency form. The forms expire after one year. If your student's form has expired, the Director will provide you with a new form to fill out on the first day of school. The form will need to be returned AS SOON AS POSSIBLE.

Getting Important Papers and Student Papers Home: Starting on the first day of school, there will be a file box on the sign-out table. Each family that attends Extended Care will have a folder in that file box. Parents and Guardians are responsible for checking this folder each time they sign their students out.

Snacks-Children are allowed to bring a snack from home each day. Extended Care will not provide snacks this year.