



ST. MICHAEL THE ARCHANGEL SCHOOL

EXTENDED CARE

ELEMENTARY SCHOOL STUDENTS ONLY

The extended care program is only offered at the Elementary School location for grades Pre-K through 4th grade. The morning care program is open from 7:30 a.m. - 8:15 a.m. and after school care is available from the child's dismissal until 5:30 p.m. The application form below must be completed and returned on the first day of school of attending the program. Once registered, a copy of your child's 2023-2024 emergency card will be kept with the extended care facilitators.

The yearly **registration fee** for each student is **\$20** and the hourly rate is **\$8.50** per child per hour calculated to the nearest 15-minute period. The annual registration fee and monthly fee will be invoiced through SIMPLE TUITION SOLUTIONS incidental billing. Morning care is held in the Kindergarten classroom and aftercare will be held in the Cafeteria and the Gym. Pick up from extended care **prior** to 4:00 p.m. will be from the cafeteria and **after** 4:00 p.m. pickup will be from the outside glass door entrance to the gym. All pickup locations will be clearly marked.

Please note that your child's teacher requires a written notice that your child should be put into after school care or you must call the office before 2:00 p.m. to have him/her sent to after care that day. Other than registration, advance notice is not required for the morning care program. Attached, please find the Guidelines for After Care.

If you have any questions or concerns, feel free to contact the Elementary School office staff at 610-965-4441.

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EXTENDED CARE

2023-2024

REGISTRATION FOR: Please check all that apply.

_____ **MORNING CARE**

_____ **AFTER CARE**

Family Last Name: _____

Student Name(s): _____ Grade(s): _____



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2023-2024

Guidelines for After Care

After care students proceed as a group at the end of the day, with the extended care moderator to the Cafeteria.

Students may bring snacks for After Care, which will be enjoyed from approximately 3:15-3:30PM.

- Time will be given to complete homework from 3:30PM until completed. Students who finish early or who are without work will remain quiet while the others complete their work. Students **MUST** bring books for a silent activity from home for the time when they do not have homework to complete.
- After the majority of students have completed homework, activities for the day will start. For example: movies, arts & crafts, games. Electronics are permitted but sharing of them is prohibited. G-rated movies & games from home are also allowed. At 4:00PM student will be taken into the gym. Students will be permitted to play basketball, play catch, play running games and use equipment that is available.
- School rules still apply in After Care. There will be consequences for misbehavior. The first offense will be a "time out" without any play or activities for 5-10 minutes depending on the severity of misbehavior. If behavior does not improve, parents and principal will be notified.
- If a student is not picked up by 5:30PM, we will call the name listed on your child's emergency cards, and so on, until we are able to reach someone. St. Michael the Archangel School reserves the right to charge an additional fee to any family whose child is not picked up by the program's stated end time.
- Any student who leaves school early due to illness or an after school activity, may not then enter the After Care Program. Students are not permitted to leave After Care to engage in any extra-curricular activities without a written note given to the After Care teacher, and he or she must be accompanied by a designated adult to the activity. This is for the safety of your child, and no exceptions will be made.
- The After Care Program is **not available on half days or any day when the school dismisses early**. If you have any questions or concerns, please contact the Elementary School office at 610-965-4441.

Thank you for your cooperation.