

ST. MICHAEL PARISH SCHOOL 2018-2019 EXTENDED CARE INFORMATION

1204 11th Avenue SE Olympia, WA 98501 • (360) 754-5131

Beginning in the 2016-17 school year, St. Michael Parish School opened a before and after-school care program in the St. Michael Parish Multipurpose Room. This program is for Kindergarten through eighth grade students who are registered and attend St. Michael Parish School.

Extended Care is an auxiliary program of the school and under the ultimate responsibility of the school principal. Day-to-day management is the responsibility of the director. It is staffed by school personnel and serves only the children enrolled at the school.

PHILOSOPHY

The Extended Care Program strives to provide quality care, security, consistency and fair treatment for all St. Michael Parish School students. The school believes it is important to provide a safe, enjoyable before and after school place where children can experience a variety of activities such as outdoor play, homework time, prayer, and indoor games. The program follows the philosophy, mission, rules and regulations stated in the St. Michael Parish School Family Handbook.

DAYS AND HOURS OF OPERATION

Extended Care begins on the first day of school and ends at dismissal time on the last day of school. The program is only open on school days; it is closed during breaks, holidays, and conference days. Extended Care does not operate on snow or emergency closure days.

Extended Care is available for St. Michael students in grades K-8 at the following times. All charges are per child.

Hours:

FT (AM, PM, and Half days): That is, a space is reserved for your child/ren for any portion of time any school day, before school starts (6:45-7:45am), after school (3-6pm), and on half days (12-6pm).

PM Only: That is, a space is reserved for your child/ren for any portion of time you need after dismissal on regular days (3-6pm) and on half days (12-6pm).

AM Only: That is, a space is reserved for your child/ren for any portion of time you need between 6:45am and 7:45am on every school day.

Drop In: Depends on space available and limited to not more than 10 times of attendance per month for any combination of am, pm or half-days.

A family must sign the Extended Care Registration contract at the time of registration for Extended Care. There is a \$25 per child registration fee. At that time, one of the following plans may be chosen:

Fees:

FT - \$350 per month (includes a 10% discount.)

PM Only - \$292 per month

AM Only - \$97 per month

Drop-In - \$3.00 per 30 minutes ... payment due on day of service by check only (cash accepted in office)

NOTE: There is a \$1 per minute per child charge payable immediately any time a child is not picked up by 6pm.

PLEASE KEEP THIS PAGE FOR YOUR INFORMATION

ST. MICHAEL PARISH SCHOOL 2018-2019 EXTENDED CARE REGISTRATION CONTRACT

| | | | |
|--|--|--|--|
| <u>Name/s of child/ren and Extended Care option to be registered for:</u> | | | |
| (FT, AM only, PM only, Drop In) | | | |
| | | | |
| | | | |
| | | | |
| Registration fee - # of children _____ x \$25 = _____ | | | |

By your registration in the St. Michael Parish School Extended Care program, you agree to the following: (Initial)

- a. _____ I/We understand that I/we will not receive a monthly statement and that fees are paid in advance and are due on the first working day of the month from September to May (no fees are charged for the month of June for FT, AM & PM only). Rates will be prorated for Kindergarten only for the month of September.
- b. _____ I/We understand that Drop-In Fees are due on the day of service.
- c. _____ I/We understand that there is \$1 per minute per child charge payable immediately any time a child is not picked up by 6pm.
- d. _____ I/We understand that there is a \$25 late fee for any payment received after the first working day of the month.
- e. _____ I/We understand that if payment is not received by the 5th working day of the month, Extended Care services will be terminated for the remainder of the month and/or until the account payable is resolved.
- f. _____ I/We understand that accounts in arrears will be turned over to the Principal for resolution.

In order to ensure student safety we use a SIGN IN/OUT procedure.

The SIGN IN/OUT book will be located near the entrance to the Multipurpose Room.

- a. _____ I/We understand that my/our child/ren will not be released without the full, legal signature of (a) a parent/guardian, or (b) a designated person I/we have authorized with written permission signed by a parent or (c) an authorized person listed on the child’s emergency information card and with valid picture identification.
- b. _____ I/We understand that students are not allowed to sign themselves in for AM care.
- c. _____ I/We understand that students are not allowed to sign themselves out. I/We agree to indicate the time when I/we sign out.

The above contract is entered into between St. Michael Parish School and the Undersigned:

| | | |
|---------------------------|---------------------------------|------|
| | | |
| Parent/Guardian Signature | Printed Name of Parent/Guardian | Date |

| | | |
|---------------------------|---------------------------------|------|
| | | |
| Parent/Guardian Signature | Printed Name of Parent/Guardian | Date |

Please be sure you have completed all parts of this agreement and signed and/or initialed all required parts.

THERE IS A FEE OF \$25 FOR ANY CHECK RETURNED TO ST. MICHAEL PARISH SCHOOL.