

Extended Care 2018-2019

Extended Care provides after school care for all students enrolled at St James. Students can be signed up for full time extended care (up to 5 days per week) or part time extended care (up to 2 days per week). The following outlines the Extended Care options:

3 enrollment options for using Extended Care:

- A. Full time \$350 per quarter (3-5 days per week)
- B. Part time \$150 per quarter (any 2 days per week during the quarter - days can change from week to week without notice to the Extended Care Staff)
Students signed up for part time Extended Care will be charged \$20 per day for each day that exceeds 2 days per week.

Extended Care Drop-In Policy

We understand that occasionally you need to use Extended Care and don't really need the Full Time or Part Time option. This might include times when siblings are being tutored, sports practice, scout meetings, or when you have an unexpected issue. We are here to help. Please be aware of our "drop in" policy:

* If possible, email school (nlutz@stjamesbr.org) letting us know that your child will be using Extended Care "drop in" services for that day. This is for the safety of your child and to make sure we have enough coverage for the students.

* The cost of "drop in" is \$20 per day regardless of the amount of time used from 3:00 - 5:30. Your RenWeb account will be charged at the end of the month for the number of "drop in" days used that month. Your account must be current in order to use the "drop in" program from month to month.

* Payment for the quarter is due upon receipt of billing in RenWeb.

Late Carpool Pickup

Children not enrolled in Extended Care/After School Enrichments who are not picked up by 3:25 in the carpool/walk up area will be brought to Extended Care to wait to be picked up. Parents/ guardians arriving after 3:25 will need to pick up their children in Extended Care. Students picked up after 3:45 will be charged the \$20 extended care daily fee. After 3 times of late carpool pick up (3:45) in a quarter late carpool attendees will be charged \$20 beginning at 3:30.

Extended Care Policies:

- * Students must report to the Extended Care teacher for check in
- * Snacks will be provided a snack
- * Homework time will be provided Monday - Thursday from 3:30 -4:30 to students enrolled in Extended Care. It is the responsibility of the student to complete their work and to inform parents of any homework left to be completed at home.

- * All student pick ups must come to the front office on Convention Street. Your student will be called for and sent to meet you in the office.
- * Each student must be signed out on the roster provided
- * Names of people other than the student's parents or guardians must be on file with the office in order for that person to pick up your child. They must provide a driver's license for proof of identity at the time of pick up.
- * Fees will not be prorated. If you use Extended Care for any part of a quarter you will be charged for the entire quarter.
- * After 5:30 a late fee of \$1.00 per minute will be charged until 5:45. The late fee will be added to your RenWeb account.
- * After 5:45 you will be charged an additional \$30 in your RenWeb account.
- * Once your child is enrolled in full time or part time extended care, they will be enrolled for the year. Should you want to change your Extended Care option or withdraw from Extended care, please email Nancy Lutz at nlutz@stjameseds.org.