

St. Thomas Aquinas Extended Care Program

Hours of operation, and fees for normal school days:

From 2:50 p.m. till 6:00 p.m.	
First half-hour.....	\$4.00
First hour.....	\$6.00
From one to three hours.....	\$10.00

Hours of operation, and fees for half days of school:

From 11:50 a.m. till 6:00 p.m.	
First half-hour.....	\$4.00
First hour.....	\$6.00
From one to three hours.....	\$10.00
From three to six hours.....	\$17.00



For any child left after 6:00 p.m., a call to parent or guardian is placed and a fee of \$25.00 will be charged.

Billing information: Billing is done on the 10th of each month, however advance payment is advised for those using Extended Care on a regular basis. Statements are mailed by FACTS Management Company. Make all checks payable to FACTS Management Company and note that the payment is for Extended Care, or you can pay online using your credit card or Electronic Funds Transfer from your checking or savings account. If charges exceed \$150.00, service will be denied until payment has been received.

Normal schedule following class dismissal:

From 3:00 till 4:00.....	Study time or silent reading, puzzles, drawing or blocks
From 4:00 till approximately 4:30.....	Snack time
From approximately 4:30 till parent pick-up.....	Recreation and planned activities, such as playground time, gym time, arts & crafts, music & dancing, baking, games, and videos, as well as extra time for those that have not completed homework.

Schedule for half days following class dismissal:

From 12:00 noon till 12:45.....	Lunch which students must supply, followed by clean-up
From 12:45 till approximately 2:00 p.m.	Recess in the playground
From 2:00 till 3:00.....	Study time or silent reading, puzzles, drawing, or blocks
From 3:00 till 4:00.....	Snack time
From 4:00 till parent pick-up.....	Arts & Crafts, planned activities, videos or gym time

Rules of conduct:

- Prayers are said before snack time.
- No fighting will be tolerated.
- No throwing rocks, dirt, snowballs, or any dangerous items.
- Stay on school grounds at all times.
- No physical, verbal, emotional or spiritual abuse allowed.
- Use quiet voices indoors.
- Play safely on playground equipment.
- All students must show respect at all times to fellow students and care givers.
- No food on playground.
- Changing into play clothes is left to parents' discretion, caregivers are not responsible for lost or stolen articles.
- Follow the caregivers' directions.

Disciplinary Action:

- 1st time: Verbal warning.
- 2nd time: Time-out for 5 minutes.
- 3rd time: Recess & or planned activities taken away.
- 4th time: Pink slip sent to parents.

Severe consequences are given to those whose actions involve greater offenses or are of a violent nature. Extended Care reserves the right to alter and adapt the program and policies presented in this notice with the permission of Sr. Anne Louise Abascal. Anyone who does not agree to adhere by the policies set forth will be denied service.