

**STM PRESCHOOL EXTENDED CARE
KINDERGARTEN & FIRST GRADE 2016 – 2017
Director: Mrs. Pam Faciane
Assistant Director: Mrs. Gretchen Thibodeaux**

Unsupervised children are not allowed on the school grounds before 7:30 a.m. or after regular school dismissal. St. Thomas More Preschool offers several options for before and after school care.

Registration/Tuition: Registration is \$40.00 per child. **Tuition is debited on the 10th of each month.**

Morning Only: **6:45 – 7:30 a.m.** in the preschool building. The fee for **Mornings Only** is **\$35.00 per month**. Breakfast fee is 75c per day. Breakfast may **NOT** be purchased daily. A breakfast card must be purchased for \$15.00 (which will cover twenty breakfasts) at the front desk.

Full-Time: **2:30 – 6:00 p.m.** This option includes morning care as well. The children will be located in the STM Preschool building. Activities will include snacks, outdoor play, games, movies, and free play. Tuition is **\$125.00 per month** (10 months Aug – May).

Holidays: We offer holiday camp on most school holidays with only a few exceptions, (Labor Day, Thanksgiving Day/following Friday, Christmas Eve & Christmas Day/following day, New Year's Eve & New Year's Day, Martin Luther King Day, Mardi Gras Monday & Tuesday, Good Friday and Easter Monday and Memorial Day) at \$22.00 per day. Advance registration is required.

Late Fees: \$1.00 per minute per child 6:00 – 6:05....
\$5.00 per minute after 6:05 p.m. **NO EXCEPTIONS!**

For the safety of your children – please **DO NOT** drop your child off before 6:45 a.m. The morning staff needs that time to prepare and set up extended care. The first couple of weeks can be a difficult transition time for the children. We require that you walk in with your kindergarten and first graders.

You may drive in the front entrance of the Preschool building in the morning and afternoon. Please be considerate of other parents and **DO NOT BLOCK** other cars in the driveway.

The Extended Care staff will line the children up at 7:30 a.m. to walk them to their classrooms for 7:45 a.m. Parents arriving after 7:30 a.m. must drop off their children through the school carpool line.

At 2:30 p.m. the Extended Care staff will go and pick up your kindergartners and first graders from their class and bring them to extended care. **All children will be dismissed from the office of the Preschool.** After you have signed your child out a counselor will be notified. Your child will either be dismissed from the building or the school playground from an Extended Care counselor.

II. **Parent's Status:** Single _____ Married _____ Divorced _____ Separated _____

Is there a separation or divorce custody problem of which the program staff should be aware of? If yes, please explain: No _____ Yes _____

Indicate the name of the person responsible for payment of fees: _____

Name _____ Home Phone _____

Address _____ Business Phone _____

III. **Emergency Persons:**

These should be local persons who may be notified in case of an emergency or illness when the above listed people are not available.

Name _____ Relationship to child _____ Work # _____

Address _____ Home # _____

Name _____ Relationship to child _____ Work # _____

Address _____ Home # _____

Name _____ Relationship to child _____ Work # _____

Address _____ Home # _____

IV. **Release of Child:**

Persons authorized to pick up child _____

He/She **MAY NOT** leave with the following persons:

Parent's Signature: _____ Date: _____

V. Medical Information:

1. Allergies (food, medication, bees)

2. Chronic or recurrent illnesses or disorders: _____

3. Does your child take medication for #2 above? If yes, please list the name and dosage.

4. What should we do if your child has a problem related to his/her medical condition during program hours?

5. List student's Doctor and Phone Number

Dr. _____ Phone Number _____

6. List Student's Dentist and Phone Number

Dr. _____ Phone Number _____

7. List your hospital preference (in Baton Rouge)

Name _____ Phone Number _____

VI. Child's Information:

1. How does your child get along with others? _____

2. When you discipline your child, how do you do this? _____

3. Please give any further information which you believe will be helpful to our staff in understanding and caring for your child.

PERMISSION FOR HEALTH CARE

This for must be presented upon admission for treatment

Child's Full Name: _____

Child's Date of Birth: _____ Grade: _____

In the event that my child (listed above) may require medical and/or surgical care while I am out of the city or unable to be reached, I hereby give my consent to medical and/or surgical treatment to _____ Hospital and Doctor _____ or his/her designee to provide this care.

I agree to pay all the costs and fees contingent on any emergency medical care and/or treatment for my child as secured or authorized under this consent. **(The Before & After School Program states that every effort will be made to notify parents/guardians immediately in case of emergency.)**

AUTHORIZED ADULTS

In the event of an emergency, please indicate your name and phone number where you and another authorized person can be reached.

Father's Name: _____ Phone: _____

Mother's Name: _____ Phone: _____

Another authorized person: _____ Phone: _____

FIRST AID

In the event of an emergency, I authorize the staff of St. Thomas More Preschool to provide any first aid care deemed necessary for my child.

Parent's Signature

Date

EMERGENCY CARE

In the event of an emergency in which I cannot be reached, the physician listed above and the following hospital are hereby authorized to provide any emergency care deemed necessary for my child.

Parent's Signature

Date

HEALTH RECORD TRANSFER

In the event of an emergency, I hereby authorize the transfer of my child's health record to _____ Hospital

Parent's Signature

Date

HOLIDAY CAMP INFORMATION
KINDERGARTEN & FIRST GRADE EXTENDED CARE
2016 – 2017

St. Thomas More Preschool offers Extended Care as an after school program for Preschoolers, Kindergartners and 1st graders.

Extended Care offers “**Holiday Camp**” on **most** of the days St. Thomas More Preschool and St. Thomas More School is closed. The fee for “Holiday Camp” is \$22.00 per day. (This is optional) This fee is **NOT** included in your monthly Extended Care Tuition. The children are asked to bring a sack lunch, a drink is provided. Two snacks are also provided during the day.

Holiday camp is primarily staffed by high school and college students. These programs are supervised by Mrs. Gretchen Thibodeaux and Mrs. Patti Bozeman.

HOLIDAY CAMP WILL BE OFFERED ON THE
FOLLOWING DAYS:

TO BE ANNOUNCED WHEN THE 2016 - 2017 DIOCESAN CALENDAR IS AVAILABLE

****WE WILL BE CLODED ON THE FOLLOWING DAYS****

TO BE ANNOUNCED WHEN THE 2016 – 2017 DIOCESAN CALENDAR IS AVAILABLE

**St. Thomas More Preschool Extended Care
Policies and Procedures
Director – Mrs. Pam Faciane
Assistant Director – Mrs. Gretchen Thibodeaux
(225) 272-3477**

Enrollment in the Extended Care Program constitutes an understanding that you will abide by the policies listed as follows:

SECTION I. HOURS OF OPERATION

Morning Extended Care – 6:45 a.m. – 7:30 a.m.

For your child's safety, please make sure that the extended care program is open and that the care givers are on duty before leaving your child at school.

Students may arrive **NO** earlier than **6:45 a.m.**

Afternoon Extended Care – 2:30 p.m. – 6:00 p.m.

SECTION II. ARRIVAL/DEPARTURE

For the safety of your children – please *DO NOT* drop your child off before 6:45 a.m. The morning staff needs that time to prepare and set up extended care. The first couple of weeks can be a difficult transition time for the children. We ask that you walk in with your kindergartner and first graders.

You may drive in the front entrance of the Preschool building in the morning and afternoon. Please be considerate of other parents and ***DO NOT* park in the driveway.**

The Extended Care staff will line the children up at 7:30 a.m. to walk them to their classroom. Parents arriving after 7:30 a.m. must drop their children through the school carpool line.

At 2:40 p.m. the Extended Care staff will go and pick up your kindergartners and first graders from their class and bring them to extended care. **All children will be dismissed from the office of the Preschool. After you have signed your child out a counselor will be notified. Your child will either be dismissed from the building or the school playground from an Extended Care counselor.**

SECTION III. SCHOOL CALENDAR HOLIDAYS AND UNSCHEDULED SCHOOL CLOSINGS

We will be open **most** school holidays at an additional fee of \$22.00 per day. The children are asked to bring a sack lunch on these days.

We are closed on the following holidays: Labor Day – September 5, Thanksgiving – November 24 & 25, Christmas – December 23, 26 & 30, New Year’s – January 2 – 4, Martin Luther King Day – January 16, Mardi Gras – February 27 & 28, Easter – April 14 – 17, and Memorial Day – May 29

WE WILL BE CLOSED FOR THE SUMMER – NO SUMMER CAMP

There will be no Extended Care on days when school is canceled due to heating failure, electrical problems, weather, etc. Extended Care **WILL NOT** be available when school is dismissed early due to the above conditions.

SECTION IV. FEES AND PAYMENT POLICY

Extended Care fees are separate from STM school tuition.

1. Registration fees are non-refundable.
2. All tuition will be debited on the 10th of the month.
3. Parents will pay a **\$30.00** charge for an NSF check or debit fee. Parents will be notified immediately upon receipt of the NSF notice by the program.
4. Tuition must be current when a child withdraws or is discharged from the Program.
5. **Full time Extended Care: \$125.00 per month for 10 months.**
6. **A.M. ONLY: \$35.00 per month for Morning Extended Care only.**
7. Tuition for Holiday Camp **MUST** be paid in advance either by cash or check. Your monthly tuition must be current to ensure your child a space for holiday camp.
8. Withdrawal notice should be given at least one month in advance.
9. **We cannot make deductions for sickness or absences of any kind.**
10. Parents who are continually late picking up their child (more than four times in a school year, except emergencies) will be asked to withdraw their child from the extended care program.

SECTION V. IRS STATEMENTS

St. Thomas More Preschool Extended Care will provide an itemized statement for tax purposes in January upon request. We suggest that you keep a record of your monthly debits/checks as an accurate account of your child care expenses.

Our Tax I.D. # for child care expenses is 72-1169574

SECTION VI. DISCIPLINE

The Extended Care Program will provide a safe, well-supervised program that your child will enjoy. To do so, we must insist that children show respect for adults, each other, school rules, and property. If your child's behavior after three warnings is harmful to another child or detrimental to our program, you will be contacted. Your child will be put on probation with the chance of improving his/her behavior. A child who continues to demonstrate unacceptable behavior will be suspended from our program for three days. If behavior does not improve, you will be asked to make other childcare arrangements. This policy assures parents that all children in our care will have a positive environment.

SECTION VII. BREAKFAST AND SNACK

Morning Extended Care: We serve a nutritious breakfast. Breakfast may be purchased for a fee of 75c per day. Breakfast may **NOT** be purchased daily. A breakfast card must be purchased for \$15.00 (twenty breakfasts) at the front desk. A reminder will be sent home when your child is due a new breakfast card.

Afternoon Extended Care: Milk/water and a choice of snacks will be provided after school.

SECTION VIII. CHILD'S PERSONAL PROPERTY

Any personal property which remains after the session will be taken to the school office lost and found. Although Extended Care attempts to help children stay organized, we cannot be responsible for lost personal property. Children should not bring toys, gum, candy or umbrellas to extended care. School uniforms should be worn. Changes for special activities will be permitted with a written note from parents.

SECTION IX. RELEASE OF CHILDREN

Children will be allowed to leave with persons other than the parent only if permission has been given to the program on the enrollment form in writing by the parent.

If your child attends extra-curricular activities or has any other kind of departure time change, you must notify the program in writing before the date the change is effective.

SECTION X. DISTRIBUTION OF MEDICATIONS

Whenever a child is to be given prescription or over-the-counter medicine, the parent must give the director a completed, signed medication authorization form. We will only administer medication by the mouth. The medication must be provided in the original or duplicate container, or a container accompanied by the doctor's directions. We do not administer breathing treatments.

SECTION XI. HEALTH AND SAFETY POLICY

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the director/assistant director knows what to do if a problem should occur during Extended Care hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.

If a child has any of the following conditions, the parent will be notified to pick up the child immediately: **Contagious disease, Fever over 100 F, Vomiting or Diarrhea, Accident requiring medical attention.** A child who becomes ill at extended care/holiday camp is required to remain home for twenty-four hours after leaving school. **A child who arrives noticeably ill will NOT be admitted to extended care/holiday camp for that day.**

In case of accident or illness, parents of the child will be called immediately. A child who is ill will be isolated from the rest of the group. In serious cases, the child will be taken to your hospital preference by an emergency vehicle for treatment.

SECTION XII. ENROLLMENT FORMS, WITHDRAWAL FROM THE PROGRAM AND ABSENCES

St. Thomas More Preschool Extended Care expects all enrollment forms to be kept current. The parent must provide new information to the director regarding information on forms such as: emergency persons, names, employers, phone numbers and departure changes.

Parents wishing to withdraw their child from Extended Care must provide a statement in writing at least one month before the discontinuation of this service. Tuition will be due for the month.

If your child will not be attending Extended Care because of scheduled appointments, vacations, or other planned absences, please notify Extended Care in advance. When your child is ill, please ask the school to notify an extended care counselor at dismissal.

SECTION XIII. PARENT'S EXPECTATIONS OF THE PROGRAM

Parents may expect that:

1. Their child is cared for in a safe, supportive environment.
2. They may visit with the Director or Assistant Director about concerns related to their child or the program.
3. They will be informed of any misbehavior by their child. They may meet with the Director or Assistant Director to discuss a plan to improve unacceptable behavior.
4. They will be informed promptly if their child is not picked up on time.

SECTION XIV. PROGRAM'S EXPECTATIONS OF THE PARENTS

The Program expects that parents will:

1. Pay fees on time.
2. Keep the child's records up to date.
3. Pick up children on time.
4. Follow health policy.
5. Pay attention to any communications from the Director or Assistant Director regarding their child's behavior, and cooperate in bringing about improvement in the situation.

SECTION XV. CHILDREN'S EXPECTATION OF THE PROGRAM

Children may expect:

1. To have a safe, supportive and consistent environment.
2. To use all the program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

SECTION XVI. PROGRAM'S EXPECTATIONS OF THE CHILDREN

The program expects that the children will:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and while at the Program.
3. Remain with the group and child care staff always.
4. Take care of materials and equipment properly and return them to their place when they are done, or before taking out new ones.

**STM PRESCHOOL EXTENDED CARE
ENROLLMENT AGREEMENT
2016 – 2017**

**THIS FORM MUST BE SIGNED WITH A COPY OF YOUR CHILD'S
UPDATED SHOT RECORD**

1. I understand that I am enrolling my child for the current school year.

Child's Name: _____

Full time morning and afternoon

Full time morning only

2. I understand that the Program is open according to the official school calendar of East Baton Rouge Parish, and is closed during some vacations, and inclement weather days.
3. I understand that I am responsible for payment of monthly fees in the amount of \$125.00 per month or \$35.00 per month for **mornings only** (Aug – May) which are debited on the 10th of each month. I will give a one month **notice in writing** prior to withdrawal from the program during which time I will be responsible for payment of fees.
4. I understand that in the event of any absences during program hours, activities, I will be responsible for fees for time reserved, not actual time spent at the Program.
5. I understand that Extended Care is separate from St. Thomas More School and that I must supply updated information and a **COPY OF MY CHILD'S SHOT RECORDS**.
6. The Program staff will assume full responsibility for my child from the time he/she arrives at the program until my child leaves the program according to the written instructions for departure.
7. If a medical emergency arises, the Program staff will first attempt to contact me. If I cannot be reached, the staff will contact my child's doctor. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle may take my child to the hospital.
8. I agree to adhere to the stated policies and procedures of the Before and After Extended Care Program as stated, and give my child permission to participate fully in this program.
- Yes, I have read the Extended Care Policies and Procedures and agree to follow the policies within.
- Yes, I have included a copy of my child's shot records.

Child's Name: _____

Grade: _____

Parent's Signature: _____

Date: _____

**St. Thomas More Preschool
11500 Sherbrook Drive
Baton Rouge, Louisiana 70815**

**Authorization to Debit Your Bank Account
2016 – 2017**

By signing and completing the information below, you have authorized St. Thomas More Preschool to debit your banking account electronically through the Automated Clearing House (ACH). St. Thomas More Preschool will initiate a debit to your bank account and the debit will post to your account the next business day.

**PLEASE ATTACH A VOIDED CHECK
ALL TUITION WILL BE DEBITED ON THE 10TH OF EACH MONTH**

Parent's Name: _____

Child's Name: _____

Account Holder's Name: _____

Name of Bank: _____

Account #: _____ Routing #: _____

Account Type (circle one) Checking Savings

I hereby authorize St. Thomas More Preschool to automatically draft from my checking/savings account listed above. This authority is to remain in full force and effect until St. Thomas More Preschool has received written notification from me of its termination.

Account Holder's Signature

Date

Medication Consent Form
St. Thomas More Preschool
2016 – 2017

Child's Name: _____

Teacher's Name: _____

I _____ parent of _____ give permission to fill out the medication form on my behalf, in the event my child is brought to school by another family member or friend.

I _____ give permission to St. Thomas More Preschool staff, after I am **first notified**, to administer **ONLY** the following medications. In the event I do not have access to a fax machine I will need to complete medication form when my child is picked up.

_____ Benadryl

_____ Tylenol

I _____ **DO NOT** give permission to St. Thomas More Preschool staff to administer any medication at any time without written consent of the parent.

PLEASE SIGN

Parent's Signature

Date

St. Thomas More Preschool
11500 Sherbrook Drive
Baton Rouge, Louisiana 70815
(225) 272-3477

Breakfast Card Information

Parents,

We offer children who are registered in morning extended care a nutritious breakfast with the choice of milk, chocolate milk or water. Breakfast is served until 7:40 a.m. Please allow your child enough time to eat breakfast. When you purchase a breakfast card we keep it on file and will send you notice when your child needs to renew his/her card. The breakfast fee is 75c per day and your child is only charged for the breakfasts they eat. Breakfast may **NOT** be purchased on a daily basis. You may purchase a breakfast card for \$15.00 (twenty breakfasts) at the front desk. A reminder will be sent home when your child is due a new breakfast card. The breakfast menu is posted in the Preschool lobby.

Breakfast is NOT served after 7:40 a.m.

_____ **My child will be purchasing a breakfast card and eating breakfast at the Preschool.**

_____ **My child will eat breakfast at home and will NOT be purchasing a card for breakfast.**

Child's Name: _____

Teacher: _____

Parent's Name: _____

Date: _____

Parent's Signature: _____