



2019-2020 Extended Care Parent Directives

St. Ann School will continue to offer extended care this year. **Please read the guidelines to become aware of arrival and dismissal procedures, fees, payment schedule, regulations, etc.**

A yearly registration fee of \$30.00 per student will be charged on the first day your student stays for Extended Care. This includes regular, occasional, or one time attendance. Extended Care only accepts on-line payments. Payments are made through EZCare. **Additional Extended Care information can be found on our website at www.stannschool.org under "Parent Center", "Extended Care."**

Before Care

Hours: 7:00 am – 8:05AM

Arrival Procedures: Students K - 7th Grade drive through the blacktop and drop-off at the cafeteria. PK2, PK3 & PK4 please park and walk students to the PK2 building located behind the play area on Loveland Street.

Cost: \$4.00 per student.

After Care

Hours: 3:30 – 6:00PM

Pick-Up Procedures: K-7th Grade students can be picked-up from the School's cafeteria located on Loveland Street between 3:15 – 6:00pm Monday - Friday.
3:15 – 6:00PM – PK2, PK3 & PK4 – Pick-up at the PK building located on Loveland Street.
There is no aftercare on Early Dismissal days.

Cost: \$9.00 per student.

Snacks will be provided in aftercare. Students will then be separated by grade level and given the opportunity to begin homework under supervision. **(Kindergarten will not do homework in After School Care)** After 4:45 PM all students will report to the blacktop for supervised play.

All students must be signed out by a parent/guardian listed on the Emergency Card. Please be prepared to show ID if necessary. **Students who are picked up after 6:00 PM will be charged a late fee.** The fee is \$1.00 per child per minute. If a parent is habitually late, he/she may be asked to make other arrangements for Extended Care. The late pick-up fee will be posted to the student's account for payment.

Students are expected to observe the rules listed in their handbook. If a student does not observe the rules, the supervisor will discipline him/her. Should this behavior continue parents will be informed by the Extended Care Supervisor. St. Ann Extended Care Program reserves the right to suspend or expel students from aftercare for continued misbehavior.

Holiday Care

Holiday Care is provided on a **pre-paid reservation basis only**. This is to insure the state required number of staff members are available for the safety of your children. For this reason we must ask that you make reservations before the cut-off date listed on the reservation form. **No late reservations will be accepted**. When your completed reservation form is received in the office, you will receive a confirmation email and invoice with charges posted. If you do not receive this email, please email Jodie Gordon at jgordon@stannschool.org. **Confirmed holiday care registrations must be cancelled in writing, before the payment due date**, in order to reverse holiday care charges. Dress code is casual. Please send a lunch. For PK2, PK3, PK4 & Kindergarten please send a nap pad and lunch. PK2 will also need to bring diapers for Holiday Care.

Registration fees for Holiday Care are not refundable, cannot be applied to your current Extended Care balance and may not be transferred to a different day if your child is unable to attend.

Payments

Extended Care invoices will be sent via email with a link to the the EZCare payment center.

Accounts must have a credit balance for student(s) to attend Holiday care

Contact Information

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