



# 18-19 Extended Care Parent Directives

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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 registration fee of \$30.00 per student will be debited 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](http://www.stannschool.org) under “Parent Center”, “Extended Care.”**

## Before Care

Hours: 7:00 am – 8:20AM

Arrival Procedures: Students K - 7<sup>th</sup> 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: \$3.00 per student.

## After Care

Hours: 3:15 – 6:00PM

Pick-Up Procedures: K-7<sup>th</sup> 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: \$7.00 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 is due at the time of pick-up.

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 for Holiday Care, you will be invoiced via email. Once you receive your invoice and post payment you will receive an reservation confirmation via email. If you do not receive this email, please email Brenna Alley or Mary Beth Deluca. 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 that direct you to the the EZCare payment center.

### Contact General Information

Telephone Number: 504.456.7420

Email: [mdeluca@stannschool.org](mailto:mdeluca@stannschool.org) or [balley@stannschool.org](mailto:balley@stannschool.org)

### Billing Information

Email: [jgordon@stannschool.org](mailto:jgordon@stannschool.org)