

Summer 2015

Dear St. Thomas's Parents,

I am excited to extend this invitation for you to enroll your child in our Extended Day Program. The primary purpose of Extended Day is to provide quality childcare on a consistent basis between 3:00 and 5:30 p.m. Extended Day is a child-oriented program with a combination of teacher directed and free choice activities. The regular program includes snack, indoor and outdoor play, homework time, and a wide range of developmentally appropriate activities. A calendar of rotating activities for the year is enclosed and a snack menu will be sent home at the beginning of each trimester.

For the 2015-2016 school year, billing will be on a trimester schedule to coordinate with the structure of our program. Registration forms for all three sessions are included with this email. **Registration is due at least two weeks prior to the start of each trimester.** You have the option to submit all three registration forms at the beginning of the school year or to enroll your child on a trimester basis.

Session	Session Dates	Registration Forms due
Fall (10 weeks)	9/9-11/13	8/31/15
Winter (15 weeks)	11/16-3/11	11/2/15
Spring (11 weeks)	3/28-6/14	3/11/15

Extended Day Daily Schedule

3:00 – 3:20	Snack in the APR (K-2)	~	Movement in the Gym (3-6)
3:25 – 3:45	Snack in the APR (3-6)	~	Movement in the Gym (K-2)
3:45 – 4:30	Activity Period (see schedule below)		
4:30 – 5:15	Recess (on the Big and/or Little Playgrounds)		

A supervised “Quiet Space” for independent homework, studying, or pleasure reading will be provided during the Activity Period and Recess blocks on Monday through Thursday afternoons in the Instructional Room.

The staff and I look forward to optimizing your child's afterschool experience at St. Thomas's – and making Extended Day the place to be after three! As always, please feel free to contact me (amyers@stthomasday.org) if you have questions, or if I can be of any assistance in planning for your childcare needs this year.

Peace,

Andrew Myers
X-Day Coordinator

Extended Day Activity Period Offerings 2015-2016

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Fall 9/9-11/13	Arts & Crafts!	Intro to Improv!	Gym Games!	Fun with Yoga!	Serendipity Dance!
Winter 11/16-3/11	Fun with Yoga!	Arts & Crafts!	Theater Games!	Basketball!	Serendipity Dance!!
Spring 3/28-6/14	Park Games!	Fun with Yoga!	Arts & Crafts!	Skits! Skits! Skits!	Serendipity Dance!!

Arts & Crafts Projects:

Make seasonal crafts! Explore different mediums! Creative & Messy Fun!

Improv/Theater Games/Skits:

Improvisation Techniques! Practice Stagecraft! Props... Costumes... Action!

Gym Games / Basketball / Park Games:

Cooperative Fun Activities! Hoops Skills & Drills! Fun Exercise in the Outdoors!

Fun with Yoga:

Centering Calm! Flexibility! Marvelous Mindfulness! Stories & Music!

Serendipity Dance!

Learn Line Dances! Zumba-style Aerobic Fun! Moving & Grooving!

Extended Day Policies and Procedures:

* **Change in dismissal:** You must fill out an “Alternate Dismissal/Extended Day Drop-In Form” and leave it at the front desk the morning of the anticipated change. For example, leaving at an alternate time, new transportation, has a ‘play-date’, or different pickup person than usual. The “Alternate Dismissal/Extended Day Drop-In Form” is available at the front desk or on the School’s website (www.stthomasday.org).

* **Drop In:**

- Regularly enrolled students – if you plan to use the Extended Day Program on a day your child is not regularly enrolled, please complete an “Alternate Dismissal/Extended Day Drop-in Form” available at the front desk or on the School’s website (www.stthomasday.org).
- Children enrolled in the Extended Day program that stay beyond the regularly scheduled hours will be charged a drop-in fee of \$10 per hour.
- Children not currently enrolled in Extended Day – Families who need to use the program on an emergency basis will be charged a daily rate of \$35.00.

* **Change in Registration:** Requests for changes to your child’s schedule must be submitted by email to Filomena Cardinale (fcardinale@stthomasday.org) in the Business Office.

* **One dismissal per day is designed for everyone’s safety.** If your child is absent from school, or has an early dismissal and is not at school at 3:00 p.m. to be dismissed by their teacher to Extended Day, then he or she is not permitted to participate in the Extended Day Program on that day. You may not pick your child up from and drop your child back into the Extended Day program.

* **Late Fee:** Late fees are charged for all students staying after 5:30 p.m. at a rate of \$15 per quarter hour.

* If your child has significant food allergies/restrictions, please provide snack alternatives. You may store staples in the All Purpose Room or send a snack bag daily.

*If you are interested in the Early Opening Program **only** (7:45 a.m-8:15 a.m.), please contact Filomena Cardinale, Business Manager, at fcardinale@stthomasday.org.

ST. THOMAS'S DAY SCHOOL

Fall Session Extended Day Registration Form

September 9, 2015 through November 13, 2015
10 week session

Name: _____

Grade: _____

Fall Session - Extended Day Program Fees

	<u>3:00-4:30</u>	<u>3:00-5:30</u>
5 Days	\$ 700 <input type="checkbox"/>	\$ 1,000 <input type="checkbox"/>
4 Days	\$ 600 <input type="checkbox"/>	\$ 800 <input type="checkbox"/>
3 Days	\$ 450 <input type="checkbox"/>	\$ 700 <input type="checkbox"/>
2 Days	\$ 300 <input type="checkbox"/>	\$ 500 <input type="checkbox"/>
1 Day	\$ 150 <input type="checkbox"/>	\$ 250 <input type="checkbox"/>

Circle Day(s): Monday Tuesday Wednesday Thursday Friday

Please check a box indicating the hours you wish to enroll your child, and circle the day(s) that you will be using the Extended Day Program.

☐ Please check here if you would like to enroll your child in the Early Opening Program (7:45 AM–8:15 AM) – included with fee above for those registered.

There is no additional charge for Early Opening day care for students enrolling in any of the Extended Day programs. Children enrolled in the Extended Day program that stay beyond the regularly scheduled hours will be charged a drop-in fee of \$10 per hour. Families who need to use the program on an emergency basis will be charged a daily rate of \$35. Late fees are charged for all students staying after 5:30 PM at a rate of \$15 per quarter hour. All questions regarding fees and scheduling of Extended Day care hours should be directed to the Business Office.

Please return this form with the fee indicated adjacent to your selected days to the Business Office by August 31, 2015.

Signature of Parent/Guardian

Date

ST. THOMAS'S DAY SCHOOL

Winter Session Extended Day Registration Form

November 16, 2015 through March 11, 2016
15 week session

Name: _____

Grade: _____

Winter Session - Extended Day Program Fees

	<u>3:00-4:30</u>	<u>3:00-5:30</u>
5 Days	\$ 1,050 <input type="checkbox"/>	\$ 1,500 <input type="checkbox"/>
4 Days	\$ 900 <input type="checkbox"/>	\$ 1,200 <input type="checkbox"/>
3 Days	\$ 675 <input type="checkbox"/>	\$ 1,050 <input type="checkbox"/>
2 Days	\$ 450 <input type="checkbox"/>	\$ 750 <input type="checkbox"/>
1 Day	\$ 225 <input type="checkbox"/>	\$ 375 <input type="checkbox"/>

Circle Day(s): Monday Tuesday Wednesday Thursday Friday

Please check a box indicating the hours you wish to enroll your child, and circle the day(s) that you will be using the Extended Day Program.

☐ Please check here if you would like to enroll your child in the Early Opening Program (7:45 AM–8:15 AM) – included with fee above for those registered.

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Please return this form with the fee indicated adjacent to your selection to the Business Office by November 2, 2015.

Signature of Parent/Guardian

Date

ST. THOMAS'S DAY SCHOOL

Spring Session Extended Day Registration Form

March 28, 2016 through June 14, 2016
11 week session

Name: _____

Grade: _____

Spring Session - Extended Day Program Fees

	<u>3:00-4:30</u>	<u>3:00-5:30</u>
5 Days	\$ 770 <input type="checkbox"/>	\$ 1,100 <input type="checkbox"/>
4 Days	\$ 660 <input type="checkbox"/>	\$ 880 <input type="checkbox"/>
3 Days	\$ 495 <input type="checkbox"/>	\$ 770 <input type="checkbox"/>
2 Days	\$ 330 <input type="checkbox"/>	\$ 550 <input type="checkbox"/>
1 Day	\$ 165 <input type="checkbox"/>	\$ 275 <input type="checkbox"/>

Circle Day(s): Monday Tuesday Wednesday Thursday Friday

Please check a box indicating the hours you wish to enroll your child, and circle the day(s) that you will be using the Extended Day Program.

☐ Please check here if you would like to enroll your child in the Early Opening Program (7:45 AM–8:15 AM) – included with fee above for those registered.

There is no additional charge for early opening day care for students enrolling in any of the Extended Day programs. Children enrolled in the Extended Day program that stay beyond the regularly scheduled hours will be charged a drop-in fee of \$10 per hour. Families who need to use the program on an emergency basis will be charged a daily rate of \$35. Late fees are charged for all students staying after 5:30 PM at a rate of \$15 per quarter hour. All questions regarding fees and scheduling of Extended Day care hours should be directed to the Business Office.

Please return this form with the fee indicated adjacent to your selection to the Business Office by March 11, 2016.

Signature of Parent/Guardian

Date