



St. Thomas More Catholic School  
and Pawprints Preschool  
3515 South 48th Avenue  
Omaha, NE 68106  
School/Preschool 402.551.9504 ext. 106  
www.stmbengals.org



## TK-8 Extended Care Information

Dear Parents/Guardians,

Welcome and thank you for enrolling your child in the St. Thomas More Extended Care Program. It is our goal to make the before and after school program safe and enjoyable for each student.

To ensure that all parents/guardians are familiar with Extended Care operations, here is a list of information;

- Before Care is open from 6:45 to 7:45 a.m. in the school gym Monday through Friday. Please note that we do not offer breakfast at Before Care. If you are here for drop-off before 7:30am, you may use the “drive-thru” method, by parking or dropping off @ the front door. **If you are AFTER 7:30am**, please abide by the morning rules drop-off which is in the unloading zone on 48<sup>th</sup> Ave. or park **south of the orange cones in the parking lot** and walk them to the door to be let in. Children not attending before care, will be starting their walk club @ 7:30am and we do not want cars in and out of the front of school.
- The afternoon Extended Care Program begins with check-in at the gym doors promptly after school dismissal at 3:10 pm and available to 6:00 pm. A parent or guardian must check in with the caregiver to pick up a child. Please be aware that we go to different locations during the afternoon. See the attached schedule so that you will know best where to pick up your child. After 4:00 pm please use the door at the top of the ramp on the West side of the building for pick up. Please ring the doorbell to the left to be greeted by one of our child care providers, Mrs. Grzebielski, Ms. Czerwinski or Mrs. McCormick. Unless we are scheduled to be in the gym, **parents must pick up students at this door, there is not always a staff member in the office after school to let you in.**
- If you are running late to pick up your child/children please use the school telephone number listed above and ext. 106 to contact us. It will go to the office and Mrs. Leslie will connect you to our extension. If it goes to the answering machine you can choose the ext. 106 that will take you straight to the Extended Care line. We will now have a telephone with us for any reason you may need to reach us after school is dismissed. You can also leave us a message or contact us on this line when checking for availability that day or week.

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- **Due to new all school security procedures parents are to wait inside the door and we will bring your child to you, the only exception for parents to come in is for Preschool and Pre-Kindergarten children. If you need to go see a teacher in the building please let us know and you will be directed to the office to sign in.**
- **In our extended care program we expect children to follow the same rules of conduct and behavior as they do during the school day.** These rules can be found in your parent handbook. **It is especially important to us that children show both kindness and respect to all adults and children in our program.**
- **There is no food, candy, or drinks at Extended Care.** Please be aware that a snack and drink will be provided for all extended care children. **Please inform us with doctor's notification of any special dietary needs.** Children will not be allowed to consume other treats received from various activities during the school day at Extended Care.
- Activities, crafts, games, etc. will be provided. Please inform your child that it is very helpful to clean up at the time of their departure. Any crafts they may be doing when parents arrive can be completed the following day or taken home to finish. **Please have your child keep their own toys & electronic devices at home as bringing them is not allowed**
- On Thursday's after the afternoon snack time we will be heading back up to the Gym from 4:30p.m.-5:00p.m. Please ring the Extended Care doorbell located by the main door buzzer to pick up your child/children. **Due to new all school security procedures we appreciate that you wait inside the door for your students.**

Please feel free to speak to us at any time about any concerns or questions you may have. We are very excited to be working with your children this year!

Sincerely,

Mrs. Grzebielski, Miss Kerry, Miss Czerwinski and Mrs. McCormick