

St. Thomas More Catholic School
TK - 8th Extended Care Information

Extended Care Preschool 531.242.3107

Extended Care TK-8th 531.242.3115

Dear Parent(s)/Guardian(s),

Welcome and thank you for enrolling 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 parent(s)/guardian(s) 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. Students may bring their own snacks to eat before going to class. No liquids are allowed.
- If you are here for drop-off before 7:30 a.m. you may use the "drive-thru" method. Parents may park in front of the Office Doors and children can walk to the door and ring the Extended Care doorbell located by the Main Office buzzer.
- Signs will be posted on doors in bright colors indicating where our students will be located for pick up. Signs will be posted on the Main Office door and the Blue door on the west side of the building at the top of the ramp.
- Due to all school security procedures parents are required to pick up at the indicated locations below. Parents are not permitted to walk through the building to pick up their students.
- The Afternoon Extended Care Program begins with check-in at the Cafeteria doors promptly after school dismissal at 3:10 p.m. and available until 6:00 p.m. A parent or guardian must check in with the caregiver to pick up your 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(ren). Use the ramp on the west side of our building for pick up (blue door). Please ring the doorbell to the left to be greeted by one of our child care providers. Unless we are scheduled to be in the gym.
- If you are running late to pick up your child/children please use the Extended Care phone number listed above to contact us. We now have a telephone with us for any reason you need to reach us after school is dismissed.
- Due to all school security procedures parents are to wait outside the door and we will bring your child to you. This includes all types of weather, you may also call the Extended Care phone number and we will let your child/children know that their ride is here.
- 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.
- Snack and drink will be provided and offered for all Extended Care children. Please inform us with a doctor's notification of any special dietary needs.

- Extended Care is an active program, children will often play in nature or work on crafts. Students are allowed to participate at the level they are comfortable with. Kids may go home with normal play based bumps, dirty shoes, hands, and clothes (but happy hearts).
- Activities, crafts, games, etc. will be provided. Students will need to clean up any toys or any craft materials used. Any crafts they may be doing when parents arrive can be completed the following day. Please have your child keep their own toys and electronics at home as bringing them is not allowed.
- Pictures are taken of students to be placed in the Yearbook and to be displayed for the Extended Care students to see. This may include silly selfies, group pictures, and during indoor/outdoor activities.
- On Thursdays after the afternoon snack, we will be heading back up to the gym from 4:00 - 6:00. Please ring the Extended Care doorbell located by the Main Office buzzer to pick up your child/children. Due to all school security procedures parents are to wait outside the door and we will bring your child to you.

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,
Extended Care Staff