

St. Thomas Aquinas Extended Care Program

Hours of operation and fees for normal school days:

From 2:50 p.m. until 6:00 p.m.	
First half-hour.....	\$4.00
First hour.....	\$6.00
From one to three hours.....	\$10.00

Hours of operation and fees for half days of school:

From 11:50 a.m. until 6:00 p.m.	
First half-hour.....	\$4.00
First hour.....	\$6.00
From one to three hours.....	\$10.00
From three to six hours.....	\$17.00



For any child left after 6:00 p.m., a call to parent or guardian is placed and a fee of \$25.00 will be charged.

Billing Information: Billing is done on or near the 2nd of each month and payment is due 15 days from the date of billing. Invoices are sent via email from FACTS Tuition Management. We encourage you to make your payment online at <https://online.factsmgt.com> however, if you prefer to pay by check, please send your payment to the school office and make the check payable to St. Thomas Aquinas School. Be sure to indicate “Extended Care” in the memo blank. Please be prompt in paying your invoice. Service can be denied if accounts are past due more than 30 days.

Normal Schedule following class dismissal:

From 3:00 until 4:00.....	Study time or silent reading, puzzles, drawing or blocks
From 4:00 until approximately 4:30.....	Snack time
From approximately 4:30 until parent pick-up.....	Recreation and planned activities, such as playground time, gym time, arts & crafts, music & dancing, baking, games, and videos, as well as extra time for those who have not completed homework.

Half Day Schedule for following class dismissal:

From 12:00 noon until 12:45.....	Lunch which students must supply, followed by clean-up
From 12:45 until approximately 2:00 p.m.	Recess in the playground
From 2:00 until 3:00.....	Study time or silent reading, puzzles, drawing, or blocks
From 3:00 until 4:00.....	Snack time
From 4:00 until parent pick-up.....	Arts & Crafts, planned activities, videos or gym time

Rules of Conduct:

- Prayers are said before snack time.
- No fighting will be tolerated.
- No throwing rocks, dirt, snowballs, or any dangerous items.
- Stay on school grounds at all times.
- No physical, verbal, emotional or spiritual abuse allowed.
- Use quiet voices indoors.
- Play safely on playground equipment.
- All students must show respect at all times to fellow students and caregivers.
- No food on playground.
- Changing into play clothes is left to parents’ discretion, caregivers are not responsible for lost or stolen articles.
- Follow the caregivers’ directions.

Disciplinary Action:

- 1st time: Verbal warning
- 2nd time: Time-out for 5 minutes
- 3rd time: Recess & or planned activities taken away
- 4th time: Pink slip sent to parents

Severe consequences are given to those whose actions involve greater offenses or are of a violent nature. Extended Care reserves the right to alter and adapt the program and policies presented in this notice with the permission of Sr. Anne Louise Abascal. Anyone who does not agree to adhere by the policies set forth will be denied service.