



ST. VINCENT DE PAUL

CATHOLIC PARISH & SCHOOL

Extended Care Information

Dear Parents,

Welcome back. We are excited to start a new year in Extended Care. As many of you know, our program has a new home this year. We will be in the cafeteria located across the street in the church basement. Please see below for information regarding registration, arrival, pick-up procedures, noon dismissal days and daily schedule.

Registration:

Forms for Extended Care are available on the SVdP school website. Please go to the **Parents** tab, scroll down to **Forms and Resources**, scroll down to **Extended Care Registration form, 2017-18**. Please complete a form for each child attending and return to the school office with the registration fee of 25.00 per child, 50.00 per family. Please indicate days needed or "Drop-in" only. If you plan to attend the noon dismissal day care please indicate on the schedule. We have limited space based on staff/ratio and licensed capacity. Your child must be registered prior to attending the program. The first day of Extended Care is **August 22**.

Extended Care before school arrival:

We open at 7:00am. Please enter cafeteria, downstairs using the gym doors located next to ally/ parking entrance. Children will be escorted to the lower playground at 7:40am to line up with their class.

Extended Care after School arrival;

All children will be dismissed to the lower playground after school. Extended Care children will meet at the playground shelter to be escorted to the cafeteria by Extended Care staff at 3:10pm. Children who are late or are with a teacher will need to be escorted over by that teacher or staff supervising the playground.

Extended Care after school departure :

Children will be picked up from the cafeteria downstairs using the gym doors located next to the ally/parking entrance by 6:00pm.

Extended Care noon dismissal day:

Children will meet staff at the playground shelter at dismissal and escorted over to the cafeteria. Please send a sack lunch with your child/children. Snack will be provided at 3:00pm.

Activity Schedule for after school:

3:15-3:45- Check in, snack
3:45- 4:15- Everyone goes to playground/ recess
4:20- 5:30- Homework and center time
5:30- Clean up and prepare for departure.

Please contact Mrs. Wooley or the school office for questions or information.