

Dear Parent,

In your preparation for the school year, please take a moment to decide the additional care that will make your school year enjoyable. The aim of the St. Stephen's Extended Care program is to provide a structured and loving environment for students. By selecting one of the Extended Care options, you ensure that you have care for your child before school, after school and on conference days.

OUR VISION

St. Stephen's Extended Care Program is a fun-filled, age appropriate program that nurtures the unique gifts and character of each student. We promote understanding and respect, cultivate a sense of responsibility for our interconnected world and encourage our students to become successful global citizens and lifelong learners.

EXTENDED CARE PROGRAM OPTIONS

Option 1: Before School Care (7:30 – 8:00 am)
Ages: 3 yrs to 8th grade
\$50 per month
Drop-In rate: \$10/day

Option 3: Afternoon Care (2:45 – 5:30 pm)
Ages: 15 months – 6 yrs
\$300 per month***
Drop-In rate: \$30/half day/\$75/full day
(emergencies only)

Option 2: 45 Minute Aftercare (2:45 – 3:30 pm)
Ages: 15 months – 6 yrs
\$75/ month
Drop-In rate: \$30/half day/\$75/full day

Option 4: After School Care (3:30 – 5:30 pm)
Ages: 1st – 8th grade
\$225 per month***
Drop in Rates: \$30/day (emergencies only)

***** Extended Care is provided on In-Service and Early Release Days for students enrolled 5 days a week except for the following dates: 11/16/18, 12/21/18, 1/7/19, 4/5/19, and 5/24/19**

Your child will receive a nutritious snack at 3.30 p.m. daily provided by the school. There is time for outdoor play for the students as weather permits. Homework is supervised by the campus staff of classroom teachers and/or classroom assistants for 1st - 6th graders.

TIMES AND LOCATION

After school programs are offered Monday – Friday, 2:45 p.m. to 5.30 p.m., for students 15 months - 6 years and 3:30-5:30 p.m. for students in 1st -8th grade. Programs are held throughout the campus in classrooms, the art studio, gym, and in outdoor spaces.

POLICIES AND PROCEDURES

- To enroll for the Extended Care Program, please complete the included Enrollment Form and return it to the front office. In the event that an application form is not handed in, we will charge additional fees for the days that your child has attended Extended Care without the appropriate registration.
- A late fee of \$20 will be charged plus \$1 for every minute after 5:35 p.m.
- Extended Care programs are closed on school holidays.
- Your child will ONLY be released to persons specified on the online school enrollment form. If someone other than those designated are collecting your child, the Extended Care Coordinator(s) must be notified in writing, prior to pick up.
- Daily attendance is checked.

GENERAL INFORMATION

Although homework is supervised daily, it is still parent responsibility to check the work. If your child has registered for extracurricular activities, this may prevent them from doing homework on the scheduled activity day(s), especially if they do not stay the duration of the Extended Care time.

Students' clothes and school bags must be clearly marked.

We do not encourage your child to bring toys and will not be held responsible for the loss of or damage to any personal items.

All children attending the Extended Care program must adhere to the guidelines of the Family and Student Handbook. All policies are enforced in the program, including use of cell phones.

Advanced written notification is required to request changes in pick up arrangements and should be addressed to Gladis Martin, Extended Care Coordinator, at gmartin@ssesh.org. Such changes will be posted in the Extended Care Staff binders and shared with the entire team of Counselors. Please also make sure your child's ***classroom*** teacher is aware of any changes so that your child gets to the right place at dismissal. You may also contact the main office at 713-821-9100.

Thank you and we look forward to getting to know your child in Extended Care.

Extended Care Coordinator,
Gladis Martin

EXTENDED CARE ENROLLMENT FORM

Please return your Extended Care Enrollment to St. Stephen's Episcopal School – Houston Front Office. If you have any questions about the program, please contact Gladis Martin at gmartin@ssesh.org.

STUDENT'S NAME: _____

CLASS LEVEL: _____ **TEACHER NAME:** _____

EXTENDED CARE SELECTIONS

Please select the Aftercare program in which you wish to enroll for the upcoming/current school year.

✓	Program	Hours	Eligible Ages	Fee	Drop-In Fee*	Notes
	Option 1: Before School Care	7:30 – 8:00 am	3 yrs – 8 th grade	\$50/month	\$10/day*	No building access, supervision/security provided before 7:30 am
	Option 2: 45 Minute Aftercare	2:45 – 3:30 pm	15 mos – 6 yrs	\$75/month	\$30/day**	*** Extended Care is provided on In-Service and Early Release Days for students enrolled 5 days a week except for the following dates: 11/16/18, 12/21/18, 1/7/19, 4/5/19, and 5/24/19
	Option 3: Afternoon Care	2:45 – 5:30 pm	15 mos – 6 yrs	\$300/month	\$30/day**	
	Option 4: After School Care	3:30 – 5:30 pm	1 st – 8 th grade	\$225/month	\$30/day**	

*payable at pick up on the day service is received

**After School and Afternoon Care Drop-In services should only be used in an emergency situation only. We are required by the State of Texas to maintain a specified teacher/student ratio. Therefore, advance notice/registration is necessary.

NOTE: Parents, guardians or authorized contacts MUST pick up the child(ren) by 5:30 p.m. A late fee of \$20 will be charged plus \$1 a minute until the child is picked up. The Extended Care contact number is 713-821-9150 and is to be used in cases if emergencies arise. Please call this number to let us know any time you will be late for pick up from Extended Care or last minute changes in pick-up arrangements. By enrolling in Extended Care, you agree to the terms and conditions set forth by St. Stephen's Episcopal School – Houston and will adhere to the policies of the Family and Student Handbook.

PARENT SIGNATURE: _____

PRINTED PARENT NAME: _____