



ST. THOMAS MORE SCHOOL

1040 Flexer Avenue • Allentown, PA 18103 • 610-432-0396 • Fax 610-432-1395 • www.stmschoolpa.com

Extended Care Program
Childcare Services Department
Telephone: 610-432-0396

Dear Parents,

Welcome to St. Thomas More's Extended Care Program. We look forward to meeting you and your children's before and after school needs. The following are some guidelines:

Extended Care is Open to all students, Kindergarten through 8th Grade plus Preschool children ages 3, 4, and 5 on a daily basis.

There is a one-time registration fee of \$10 for each new student.

Extended Care will open the first day of the school year.

Extended Care opens at 6:30 a.m. until 8:45 a.m. and reopens from 3:00 p.m. to 5:30 p.m. each day that school is in session.

If there is a morning delay due to inclement weather, Extended Care will open at 7:30 a.m.

If school dismisses early due to inclement weather, Extended Care will remain open for TWO hours after dismissal.

For most other early dismissals, Extended Care will be open until 5:30 p.m.

If there is no school, there will be no Extended Care.

The cost is \$6.50 per hour per student. Minimum time is one hour. After one hour, you will be billed in 15-minute increments. Before and after school sessions are billed separately.

If you fail to pick up your child by 5:30 p.m., you will be charged \$10 for the first 15 minutes. This fee will be cumulative. For example: three 5-minute late pick-ups equals a 15 minute fine. If your child is picked up after 5:45 p.m., the charge will be \$20 per 15 minutes. We urge you to make arrangements for someone to pick up your child should you be delayed for any reason.

Billing will be invoiced through the Simple Tuition Solutions System (STS) the beginning of each month for the previous month's billing.

The Primary Learning Center playground is reserved for Extended Care students after school unless an adult accompanies a child.

Extended Care will provide a snack each day.

The children are encouraged to change into play clothes.

Students in Grades 2-8 are encouraged to do their homework.

If your child has to take medication or has any medical problems, please bring this to our attention.

Before and after school Extended Care is located in the Primary Learning Center in rooms 47 and 49. Please use the PLC Main Entrance when dropping off and picking up your child. Please use the parking lot behind the church. Please remember, you must have an Extended Care adult supervisor sign-out your child. They will do this only after seeing or speaking to you. You may not pick your child up from outside play.

If you are interested in registering your child, please fill complete the form below and drop off or mail in the \$10 application for new students.

If you have any questions, please call 610-432-0396 ext. 1 to leave a message with Becky Russo.

Sincerely,

Mrs. Lorraine Milunaitis
Director of Extended Care