



August 2, 2021

The number of children participating in extended care this year must be managed according to social distancing, other healthcare guidelines, and a lack of staff members to monitor the students. We are only able to offer after care this year because teachers have stepped up and offered to stay. Please be aware that if we are unable to hire more people, we will be exploring options with private companies. This will mean a bigger increase in price.

Teachers have agreed to stay longer hours to help run after school care. **You may not be late in picking up your child/ren.** Even 5 minutes makes a difference for these teachers that have been in the building all day. Also, with the exception of the first day of school, aftercare will not be offered on early dismissal days. The earlier you can pick up your child/ren on the first day of school, the better, so our teachers can have a break.

Please read through this packet thoroughly to understand how and where to sign your children up for extended care. In fairness to everyone, all extended care account payments must be kept current in order to retain sign-up privileges. To assist you in this effort, we will post extended care balances as early as possible each Monday morning. We ask that you monitor your balance on FastDirect, and submit your payment prior to signing up for the next week. We hope that this will help ensure availability of the service to those who need it.

Extended Care registrations may be brought to the school office from 9am-2pm on Monday, August 9, Tuesday, August 10, or the Meet and Greet, Thursday, August 12. For the first week we will accept reservations for the week of August 16 from Sunday, August 8 through Tuesday, August 10 without a registration on file. The rest of the school year reservations will not be accepted without a registration packet on file.


Michele L. Grellner


Fr. Jack Siefert

**St. Ambrose Morning/Extended Care Program
2021-2022**

**Morning Care hours 6:30-7:30 a.m.
Extended Care hours dismissal 5:45 p.m**

PLEASE READ THIS ENTIRE PACKET AS THERE ARE SEVERAL CHANGES THIS YEAR

Welcome to St. Ambrose and to another school year. There are a few changes to the program this year so please be sure to read over **ALL** of the following information. If you have any questions please do not hesitate to contact us.

Contact Info

Morning/Extended Care phone number is 314-772-1437 Ext 147. Please be sure that you or anyone who may be picking your child(ren) up from extended care has this number on them at all times. We do ask that this number be used for emergency purposes only. If you happen to call and we do not answer, it is because we are busy with the children. Please try back in a few minutes and do not leave a message, as we do not have the ability to retrieve messages from this phone. We do not have computer access at extended care so please do not use fastdirect to contact us after 2:00 p.m. If you do need to contact us before dismissal, but after 2:00 p.m., please call the school office and they can get a message to us.

Attendance/Registration fees

There is a registration fee of \$25 per child, \$35 for two or more children. This fee along with the authorized pick up form must be sent into the school office before you will be able to use morning or extended care. Rates are included on a separate sheet.

Due to the many guidelines/safety procedures we will be following this year we will have a maximum number of children that may attend morning care and extended care.

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If you will be using morning and/or extended care every day (5 days a week)...

You must have the ACH form filled out and returned to Sharon Gambaro, at the rectory, by Monday, August 9. Once you have registered and have the ACH form on file for everyday use of the program you will be on record for attending everyday for the year and do not need to send any other information to us each month. This is on a "first

come, first serve" basis. So if you are in need of the program everyday please be sure to send the registration/ACH form/registration fee in immediately, as space is limited. Registering to pay the monthly fee through ACH guarantees your child space to attend everyday. You will not need to submit a weekly request.

If you will NOT be using morning and/or extended care every day(5 days a week)...

Any openings still available after those that are full time (5 days a week) have registered will be chosen on a "first come, first serve" basis. You will need to submit an email each week (please only one week at a time), beginning Sunday but NO LATER than Noon the Tuesday before the week you wish your child to attend.

Example: If you wish for your child to attend any or all days during the week of August, 16, then you will need to send your request for attendance as early as Sunday, August 8, but NO LATER than Noon on Tuesday, August 10. The ONLY way you will be notified is if our maximum number of attendance has already been met and there is no space available.

Anyone wishing to use morning or extended care the week of August 23 must submit the request as early as Sunday, August 15 but no later than Noon, Tuesday, August 17.

If your work schedule would change after you have submitted your weekly request, or there is an unexpected day off of school, please do not assume it is ok to "switch" days without prior permission.

Instructions on how to submit your weekly attendance request

If you have registered for attendance everyday and completed the ACH paperwork to pay monthly there is no need to submit your request each week.

On the opening page of Fast Direct - after you have signed on - please go to the left side of the page and go to Compose, as if you were going to email a teacher/staff member.

Scroll down to the 6th choice - **AM/PM sign up by Wed...** Send a fastdir message to that account with your request NO LATER than noon Tuesday, the week before. Please only send a request for the following week.

This will have to be done each week you are requesting attendance.

You must include in your request the following:

1. Child's name and Grade

2. What days/dates you are requesting attendance. (please only request one week at a time - which will be the following week)
3. If you are requesting morning and/or extended care attendance
4. Morning care: indicate an approximate time that your child will be coming (doors open at 6:30, if you arrive early your child will not be able to enter the building until 6:30). You will not be able to come into the building with your child
5. Extended care: indicate an approximate time the child will be picked up that evening. Your child will be brought to you at the cafeteria door with all of their belongings. You will not be able to come inside for pick up. We will sign out for you.

Space is limited and will be decided on a "first come, first serve" basis. Each email sent will be date and time stamped and that is how acceptance will be decided.

WE WILL NOT BE ACCEPTING ANY LAST MINUTE ATTENDANCE.

You only need to fill out the "Authorized Pick-Up" form one time. It will be kept on file for the entire school year. That must be on file in the school office before your child can attend either morning or extended care, even if you have already submitted your request. The registration fee of \$25 for one child, and \$35 for two or more children must be sent in with this form in order for your registration to be considered complete.

It is extremely important for all of the above information to be completed on time and accurately due to our new procedures. Attendance will not be accepted without registration/ paperwork on file.

Supplies

Anyone attending morning/extended care is asked to have a plastic pencil box that has crayons, markers, glue, books etc in it to be used at morning/extended care. These boxes can be kept at extended care or you can have your child keep them in their backpack. Older children please be sure to include in the box, any supplies you may need for homework etc. Please make sure all boxes have their name on them. We also prefer if each child can have a pocket size hand sanitizer on them each day. No toys from home should be brought to morning or extended care.

Morning Care

Morning Care hours are 6:30-7:30

Doors for morning care open at 6:30. If you arrive earlier your child cannot be let into the building until 6:30. Please bring or send your child(ren) to morning care through the cafeteria doors. No adults will be allowed into the building.

Extended Care

Dismissal - 5:45 p.m.

At the end of the day the children will be sent directly to the cafeteria. ALL children must check into extended care immediately after school. Please make sure your child and your child's teacher know what days they will be attending extended care.

**** DUE TO CIRCUMSTANCES THIS YEAR WE WILL NOT BE ACCEPTING LAST MINUTE ATTENDANCE****

This year we will not be letting anyone into the building for pick up or any other reason. Please come to the cafeteria door and knock (please do not ring the bell if not necessary). One of us will make sure your child(ren) has all of his/her belongings and we will bring them to you, at the door. We will be signing out your child(ren). Please make sure if anyone else is picking your child(ren) up that they know of this procedure. If you arrive between 3:00 and 3:15, this is a very busy time for us getting the children checked in and settled - please go to the front doors and ring the office bell, they will let us know you are here for your child. Please do not come to the cafeteria during the check in time - 3:00 - 3:15. Also, please do not enter the building from any other door at dismissal.

Snack

Each child should bring a snack from home. Please send something that your child can open or have it pre-opened in a container/baggie that your child can handle themselves.

Early dismissal days

The only early dismissal day extended care will be offered is Monday, August 16. If your child will be attending this day please send a lunch from home, a drink and a snack for later that afternoon.

Late Pick up

Beginning at 5:46 p.m. there will be a late fee assessed for late pick up. Please keep in mind that being just a few minutes late makes everyone late. Our staff members have families, appointments, and other employment that they must be on time for. Rain/snow sometimes delays us, so please plan accordingly and arrange alternate rides for your child, if necessary. Late fees are due, in the school office, by 8:00 a.m. the next morning or use of the program will not be available until the fee is paid. The amount of the late fee will be written on a note, and your child will give it to you when you arrive. We only accept cash for late payments.

If you will be late we must receive a phone call from you by 5:15 p.m. to let us know. You will also need to get someone, on your pick up list, to pick your child(ren) up ASAP. Failure to let us know by 5:15 p.m. will double the late fee. If we do not hear from you at all by 5:46 p.m. (closing is at 5:45 p.m.) then we will begin calling you and people on your authorized list. The fee will still be doubled AND You will not be able to use the program the next scheduled day.

It is extremely important to keep your authorized list up to date.

Safety

The doors to the building are always locked. The children are instructed to never open the door for anyone. So please do not be offended, when you arrive, if you knock on the door and your child will not open the door for you.

Extended care only uses the cafeteria door, unless we are in the gym playing or outside. If that is the case we will put a note on the door.

Homework

Most days the children will have some time to start their homework. Your child must have everything that is needed for homework - pencils, pens, paper, calculator etc. Please let your child know if you would like them to begin their homework while at extended care. It is a good idea to ask your child to keep a book or something in their backpack that they can quietly read or work on while others do their homework.

Electronics

Just as during the school day cell phones are not permitted at extended care. No electronic games etc.

Change of clothes/Masks

Any child in grade 1 and below is asked to have a change of clothes, in a ziploc bag marked with their name. Please also include a plastic grocery bag to send other clothes home. These clothes will stay at extended care. Even if your child attends part time we still ask that the extra clothes be sent.

We also ask that every student have an extra mask, in a marked ziploc bag that will stay at extended care for the year.

Financial Info

Any financial questions should be addressed to Sharon Gambaro at the rectory. She can be reached through Fast Direct or at the rectory 314-771-1228. Balances are posted on the opening page of Fast Direct weekly. If you will be sending in a payment through school, please mark the envelope with Sharon's name. Mail goes over to the rectory everyday. We will not accept payments at extended care.

Additional information throughout the year will be posted on Fast Direct. We will keep you informed of things as they may change. If you have any questions/concerns please do not hesitate to contact me through Fast Direct or leave a message for me in the school office. We are all looking forward to seeing your children again, and welcoming anyone new to St. Ambrose.

Thank You,

Bernadette Mense Diana Smith

IF YOUR CHILD WILL BE AT EXTENDED CARE Monday, August 16, this is a noon dismissal day - - PLEASE SEND A LUNCH FROM HOME, ALONG WITH A DRINK AND A SNACK FOR LATER THAT AFTERNOON. PLEASE PRE OPEN ITEMS IN YOUR CHILD'S LUNCH AND THEIR SNACK, ALSO INCLUDE ANYTHING THEY WILL NEED - NAPKINS, UTENSILS, ETC

This information is all subject to change and will be communicated if/as we receive new information.

**A LATE FEE IS DUE B 8:00 A.M.
THE NEXT SCHOOL DAY**

5:46 - 5:51 \$10.00

5:52 - 6:00 \$15.00

The time used is the time on the digital clock on the extended care table.

**USE OF MORNING CARE/EXTENDED CARE IS NOT AVAILABLE
UNTIL THE FEE IS PAID**

**The Late Fee Has Now Doubled
(No phone call by 5:15 p.m.)**

5:46 - 5:51 \$20.00

5:52 - 6:00 \$30.00

After 6:00 Add an additional \$10 per every 5 minutes

Fees are due the next school day

St. Ambrose Extended Care Program
314-772-1437 Ext. 147
Pick-up Authorization/Emergency Contacts

Please list ALL persons (including parents/legal guardians) who will be picking up your child(ren) from Extended Care. Children will not be released to anyone not on this list. Phone permission will not be accepted as a way of permission for a child to be released to someone not on this list. If there are any changes to this form, they must be submitted in writing, by a parent/legal guardian, in a timely fashion. (Please use the back of sheet for additional names.)

Child(rens) Name(s) _____ **Grade** _____
_____ **Grade** _____
_____ **Grade** _____
_____ **Grade** _____

In case of an emergency please contact first: _____ Mother _____ Father

Mother's Name _____ **Home #** _____ **Cell #** _____

Father's Name _____ **Home #** _____ **Cell #** _____

Name	Relationship	Phone #'s (please include all #'s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Legal Guardian Signature _____

Extended Care Fee Schedule

2021-2022

Registration Fee (non-refundable):

\$25 for one child

\$35 for two or more children

Payment Options:

Morning care: payable the following week by cash, check or money order

Extended care: monthly rate by ACH withdrawal at the first of the month

Extended care: daily rate payable the following week by cash, check or money order

Morning Care: \$5 per child per day

After School Extended Care:

1 child, daily rate: \$15

1 child, monthly rate: \$225

2 children, daily rate: \$25

2 children, month rate: \$320

3 or more children, daily rate: \$30

3 or more children, monthly rate: \$350

After School Extended Care on Noon Dismissal Days: add \$6 per family to daily rate.

St. Ambrose School

2021-22 Extended Care Automatic Debit Authorization Agreement

Scheduled on the last day of the preceding month (e.g., August 31 for the month of September)

I hereby authorize and request St. Ambrose parish to automatically collect payments through direct debit (ACH) and to initiate, if necessary, credit entries and adjustments for any debit entries in error to the bank indicated below.

I understand that if our family experiences a major financial crisis, such as a job loss, it is our responsibility to contact the pastor immediately.

Please select the appropriate deduction:

_____ \$225 monthly rate for one (1) child

_____ \$320 monthly rate for two (2) children

_____ \$350 monthly rate for three (3) children

**PLEASE ATTACH A VOIDED CHECK TO THIS FORM,
OR COMPLETE THE FOLLOWING AND SIGN AT THE BOTTOM.**

This agreement is in accordance with the rules and operating procedures of the Mid-America Payment Exchange (MPX), as now in effect or hereafter modified.

Your Name (as it appears on bank account): _____

Name of Bank or Credit Union: _____

Transit/ABA (Routing) Number (lower-left corner of check): _____

Account Number: _____

_____ Checking

_____ Savings

To assist in managing extended care participation according to social distancing and other healthcare guidelines, please indicate if you will use before care, after care, or both.

Before care

After care

Before and after care

Signature: _____

Date: _____