

St. Ambrose Morning/Extended Care Program

2022-2023

Morning Care hours 6:30-7:30 AM

Extended Care hours 3:00 PM- 5:45 PM

Our Extended Care team:

Morning care: Josie Overman

After care Monday/Wednesday/Friday: Nancy Ferrara, Mary Ellen Drago, Ainsley Armstrong, Marissa England

Tuesday/Thursday: Bernadette Mense, Diana Smith, Ainsley Armstrong, Marissa England

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 email 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.

Due to the 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 will be billed monthly through FACTS. Registering to pay the monthly fee 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 to Bernadette Mense 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, 17, then you will need to send your request for attendance as early as Sunday, August 7, but NO LATER than Noon on Tuesday, August 9. 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 22 must submit the request as early as Sunday, August 14 but no later than Noon, Tuesday, August 16.

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.

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..

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 school 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 - There is no aftercare on early dismissal days.

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 in 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 Kim Boatman at the rectory. She can be reached through FACTS or at the rectory 314-771-1228. We will not accept payments at extended care.

Additional information throughout the year will be sent out through FACTS. 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 email (bmense@stambroseonthehill.com) 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 (bmense@stambroseonthehill.com)

Michele Grellner

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