

St. Nicholas Academy  
Extended Day Program

**Cost:**

**Full Time Status:**

- \$45.00 per week for 1 child (both AM and PM sessions)
- \$40.00 per week for 2<sup>nd</sup> child (both AM and PM sessions)
- \$35.00 per week for 3<sup>rd</sup>, 4<sup>th</sup> child, each (both AM and PM sessions)
- \$35.00 per week for 1 child (PM session only)
- \$12.00 per week for 1 child (AM session only)

**Part Time Status:**

- \$8.00 per day per child PM only
- \$3.00 per day per child AM only
- \$10.00 per day per child AM/PM combination

Checks should be made out to St. Nicholas Academy and received by the director at the start of each week. A monthly payment is also acceptable. Children will not be admitted unless payment has been received. Payment should be given to Mrs. Lantz, the director and will be credited by the school office. All questions concerning payment should be addressed to Mr. Myers or Mrs. Dunham.

Deposit will be credited to the last payment for the year for families making a yearly commitment to ANY session.

**Hours of Operation:**

AM Session begins at 7:00 A.M. (If school is delayed due to weather the AM session will begin at 7:30 A.M.)

PM Session begins at 2:45 P.M. and ends at 5:50 P.M. ( A late fee of \$5.00 every 5 minutes will be charged for children not picked up by 5:50 P.M.)

PM Session on early Dismissal Days will be 2:00 P.M. – 5:30 P.M.

Should school be dismissed early due to severe weather a determination will be made and parents will be notified concerning Extended Day.

There is NO Extended Day on the Last Day of School

**Snacks**

Extended Day provides a snack every afternoon or you may pack something. Each child may bring their own drink (juice box, water, no pop please.)

Students may bring breakfast to the morning session should they wish.

### **Sick/Absent Days**

Please let us know soon after 7:00 A.M. if your child is sick or will not attend Extended Day by calling 686-2727 ext. 444. It is extremely important for us to know where your child is at all times.

Attendance is taken every day. Children **MUST** come directly to Extended Day at 2:45. It is extremely important that child signed in (**A.M.**) and out (**P.M.**) by a parent or designated person who has prior written permission. No child will be allowed to leave otherwise. A staff member must be notified at the time if leaving.

### **Homework:**

- We strongly advise that homework be completed during E.D. hours for those who have assignments. 3:00-4:00 will be quiet time for those in need of that atmosphere.
- We will try our best to guide student through any problems they may have including their lessons.
- Homework time will be right after snacks

### **Medication and Accidents:**

- Staff members are not permitted to administer any kind of medicine at any time
- Parents will be notified immediately if anything serious occurs
- If your child has a fever, becomes nauseated or has a bathroom accident you will be asked to pick them up promptly

### **Tax Information:**

- Extended Day is Tax Deductible and statements will be provided upon request from the school office.

### **Extended Day Staff:**

Mrs. Haley Lantz – Director

Mrs. Carolee Braun – Assistant Director