

Extended Care Program

MRS. JILL A. FISCHER

Principal

Who we are – the Extended Care Team

Dani Kempfer – Coordinator

Maggie Buckham-Kindergarten Connection Aide;

-After School Team Member for grades 4-8

Lyndsay Foley – Kindergarten Connection Teacher

Sue Oberling – After School Team Member for K3-K5

Pat Rogowski – Morning Team Member

Laura Seubert- After School Team Member for Grades 1-3

Jill Fischer – Supervisor

Contact Us

The Extended Care Team

18105 W. Capitol Dr.
Brookfield, WI 53045

Phone: 262-783-7565 ext. 276

Email: extendedcare@stdominic.net

Web: www.stdominic.net



Mrs. Jill A. Fischer
18105 W. Capitol Dr.
Brookfield, WI 53045

Mission

St. Dominic Catholic School honors the family and takes pride in supporting parents as the primary educators of the children. In that, we offer an Extended Care program to assist parents in caring for their children before, during, and after the school day.

The Extended Care team is comprised of highly qualified individuals carrying certification in early childhood education all the way through eighth grade. The team works to provide a safe and loving environment where children are valued and cared for. Opportunities for study and play are provided in a supervised setting, which functions as an extension of the St. Dominic Catholic School day. Therefore, all rules and policies are in compliance with that of the school.

Goal

As an Extended Care team we have a few goals we aim to achieve on a daily basis. Our goals are to provide a safe, secure, and fun environment for the children in our care. Through our interactions with the children, they are able to continue to learn things such as how to treat others with respect, to share, and be honest. We look to build relationships with not just the children, but with their parents as well. Establishing a trusting relationship with the children and their parents helps to ensure that every parent and every child is comfortable and happy knowing that their child's needs are met every day.

Schedules

Thursdays



Families submit a schedule to the Extended Care team via email with the form available online at stdominic.net/school or using a hard copy located in the classroom by the Thursday before the week of services. This helps the team determine staffing and supplies. When families use Extended Care without submitting time, it is considered "unscheduled".

Vacations/Absences



If your child becomes ill during their time in Extended Care, parents will be notified as is standard protocol with the school. If you have kept your child home, please make sure to contact the Extended Care team in addition to the school office. Time is billed, unless 24 hour notice is provided.

Changes



If a change needs to be made to your planned Extended Care schedule, please contact Ms. Kempfer, the school, and classroom as soon as possible. Families will be credited if there is a snow day or school imposed cancellation.

Scheduling and Billing

All Extended Care schedules are due on the Thursday before the week of services. In the case of shortened weeks, the schedule is due on the second last day of school in that week prior to care.

Scheduling and billing are done at the same time each week. The schedule and pre-payment holds your child's space in Extended Care each week. This allows flexibility to serve all families should the need arise. If the schedule is not received on time, the team will determine that no care is needed. Unscheduled space cannot be guaranteed.

You will be billed through Tuition Express each week. All billing statements are viewable online through your My ProCare account.

Direct any questions or concerns about scheduling or billing to the team at extendedcare@stdominic.net or 262-783-7565 ext. 276.

Schedule Changes

We understand that schedules can change quickly. To ensure the safety of your child, please be sure to contact us immediately and let us know if your child is no longer coming or needs to attend and was not scheduled. This may include your child going home sick, has an extra-curricular, you can't get here at the end of the day, etc. Communication is very important in these instances.

*It is our goal to have communication; not to bill for non-communication.

No call but child(ren) show up for care	\$10 fee plus unscheduled time
No call/No Show	\$10 fee plus scheduled time

Registration

Registration must be received by August 29 to be eligible for services for the 2019-2020 school year. We charge a non-refundable \$50 registration fee to cover the cost of maintaining our computer system. We understand that schedules change so we do permit late registrations if space is available. Registration forms are available online at st.dominic.net/school.

We are here to serve! Please don't hesitate to contact us with questions or concerns.

262-783-7565 ext. 276

extendedcare@stdominic.net

Fees

Before School Care	\$3.50 for time between 7:00-7:30 AM
Unscheduled Before School Care	\$5.00 for time between 7:00-7:30 AM
During School Care	Time less than 8 hours = \$7.25 per child Time greater than 8 hours= \$55.00 per child for a full day*
After School Care	\$7.25 per hour per child between 2:45-5:45
Late Pick Up	\$1 per minute after 5:45 billed in 15-minute increments.

*Fees based on scheduled time. Unscheduled time is calculated at \$8.50 per hour per child. Any portion of an hour is counted as ¼ hour.

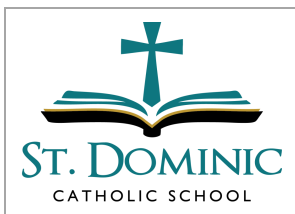
Our Services

Before School – 7:00-7:30 AM



Our doors open at 7:00 to greet children. We provide supervised play before the school day so that parents can meet their work schedule obligations. Children in K3 through K5 go to their classrooms at 7:30. Older children go outside to join their classmates.

Kindergarten Connection – 7:30 AM-2:45 PM



We provide care for children in K3 and K4 at the time opposite of when they are in the classroom. They will participate in the same learning experiences as the children present for full day kindergarten. Children are able to eat lunch together in the middle of the day. A healthy snack is provided in the morning.

After School – 2:45-5:45 PM



After school care exists for all children at the close of the school day. Students in grades 1-8 are offered a supervised quiet homework time in addition to structured play offered to the younger children.

Schedule

7:00-7:30: Check in and Free Play
7:30-7:50: Free Play
7:50-8:00: Announcements/Prayer
8:00-8:50: Free Play
8:50-9:00: Bathroom/ Wash Hands
9:00-9:30-Outside Play
9:30-9:45 Snack
9:45-10:00: Group Time
10:00-11:00: Center Time/Bathroom
11:00-11:10 Group Time
11:10-11:45: Lunch
11:45-12:00 Wash Hands/Books/Prepare for Rest
12:00-12:15: Bathroom
12:15-12:45:Rest Time
12:45-1:20: Free Play
1:20-1:25: Bathroom
1:25-1:55: Outside
1:55-2:30: Free Play
2:30-2:40: Books
2:40-3:00: Switch Rooms/Attendance/Snack (4th-8th grade)
3:00-3:30: Outside Play
3:30-3:45: Snack (K3-3rd grade)
3:45-4:15: Group Time (K3-K5)/Quiet Work Time(1st-8th grade)
4:15-5:45: Free Play

Snack and Lunch

Extended Care children eat their lunches in the cafeteria. Children may order hot lunch or bring a cold lunch. Please remember that we encourage healthy choices be provided in cold lunches. Milk is available from the school for a fee. You may also pack a water for your child if they have a milk allergy or their own milk if there is a preference in milk type.