

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

262-251-1050



**St. Mary Parish School
Extended Care Program**

N89W16215 Cleveland Avenue
Menomonee Falls, WI 53051

Phone: 262-251-1050
E-mail: office@smpls.school



**EXTENDED CARE
PROGRAM**



*Mrs. Linda Joyner
Principal*

Our Mission

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

We 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 school day. Therefore, all rules and policies are in compliance with that of the school.



Our Goal

Our Extended Care team strives 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 in a safe environment. By building a strong relationship with the children and you, we can help assure you that your child's needs are being met.

Schedules

Families must submit schedule changes to the School Office every Thursday before the week of service. This is critical for staff-planning purposes.

Vacations/Absences

If your child becomes ill during their time in Extended Care, you will be notified as is standard protocol with the school. If you have kept your child home, please make sure you notified the school office who will then notify the Extended Care Team.

We ask that parents do not relay messages through their children regarding changes in schedule. Please notify the school office by phone (262-251-1050) or e-mail (office@smpls.school).

In the event that your child participates in any school/parish-sponsored activity (Scouts, sports, music), your child may leave the program to participate and return to the program upon its completion. A signed permission slip from the guardians must be received.



Program Fees/Fiscal Policies

Registration

Registration must be received the week prior to the first day of school. Enrollment is open to all students enrolled at St. Mary School.

A \$40 non-refundable family fee may be paid through Smart Tuition, or payable by check to St. Mary Parish School.

Hours of Operation on School Days

- Before Care begins at 6:30 am
- After Care is offered from 3:00pm—6:00pm

Payments & Billing

Invoicing is billed through Smart Tuition bi-weekly.

- Hourly rate— before care: \$6 for drop off at 7 am or later; \$11 for drop off before 7 am
- Hourly rate— after care: \$6.00
- Late pick up fee— \$5.00 (1-15 minutes after 6:00 pm)

