



Saint Thomas' Episcopal Lower and Middle School After School Care Program

Hours

After School Care will be available Monday through Friday from dismissal to 6:00 pm. Parents can elect a five-day-a-week program, select specific days of the week, or use the program as needed for drop-ins.

Grade Level Grouping

Students in grades kindergarten through second grade are grouped. Students in grades third through fifth grade are grouped. Students in middle school are grouped. After-school care groups are capped at 25 students/grouping. There will be at least two supervising staff members in each group.

Staffing

After School Care is overseen by Director Andrea Ramsey, she will supervise a team of After School Care Aides and STE upper school students. STE upper school students will be employed to assist with homework and engage students in games and activities. All employees will complete Safeguarding God's Children and will be trained in STE expectations for interactions with students.

Format of Program

Students will have a restroom and snack break after school. Following this break, students will complete homework. Upper school students will be available to assist with these tasks. Following the completion of homework, participants will engage in both indoor and outdoor supervised activities. These activities will include crafts, games, sports, STEM stations, art activities, and access to a student library.

Snacks

Due to dietary restrictions and allergies, parents and guardians will need to provide a snack and water for After School Care. Extra snacks will be on hand if a student forgets to bring an item.

Pick-Up Procedures

Students are to be picked up from the Indigo Gate. Parents and guardians will call the After School Care phone number upon arrival. This call will alert the staff to deliver the child to the Indigo Gate, at which time the parent or guardian will sign out the child. If someone other than the parent or guardian is to pick up the child, then parents must notify the After School Care Director by email, and that person must present identification upon arrival.

Late Pick-Up

Students must be picked up promptly by 6:00 pm. A late fee is assessed for late pick-ups. The late fee is \$1/minute after 6:00 pm.



Drop-Ins

Drop-Ins are permitted. Middle and Lower School Faculty will send the students remaining after 3:30 carpool to After School Care. Parents should retrieve their students from the Indigo Gate. The fee for drop-ins is \$25 a day.

Arrival from Tutoring, Music Classes, or Sports

If a child is participating in tutoring, music classes, or sports prior to After Care, the After Care Director must be notified via email. If possible, the tutor, music instructor, or coach must drop the student at After Care. If this is not possible, arrangements must be made with the After Care Director.

Electronics

The use of electronic devices, including cell phones, smartwatches, tablets, etc., is prohibited during After School Care. Middle school students' phones will be collected and held until pick-up.

Discipline Policy

We seek to establish a physically and emotionally safe environment where there are clear, consistent, and predictable expectations for all students. The STE Code of Conduct outlined in the Student-Parent Handbook applies to all After-School Care participants. Please reference the Student-Parent Handbook for details. If a student elects to violate the STE code of conduct, then they may forfeit their right to participate in After School Care programming.

Cost of Program and Billing

The cost for 5 days a week is \$375 monthly. Parents electing for particular days will be charged \$25 a day. All billing will occur monthly at the end of the month through FACTS billing. All drop-in charges will be assessed at the end of the month. Please contact Monica Simon in the Business Office for all billing questions.

For programming questions, please contact:

After School Care Director - Andrea Ramsey at ramsey.andrea@stes.org

Head of Lower School - Erica Maw at maw.ERICA@stes.org

For billing questions, please contact:

Business Office Associate - Monica Simon at simon.monica@stes.org