

AM/PM CARE GUIDELINES:

3:15 PM – 5:30 PM

Ms. Desiree Caruso, Director

Locations: Playground, Gymnasium, & the Commons

Cost: \$6.00 per child per hour.

Students in extended care will report to the gymnasium at dismissal time. All students remaining after 3:15 PM, regardless of age, must report to Extended Care.

Parents, if you use this service, it is important to send your children to school with clear instructions about their after school plans. Students are asked first thing each morning about their plans after school. All students who indicate a need for extended care will be accommodated. Those who need to be added during the course of the day, must have a parent call the office.

Families are billed on FD on the 15th and last day of each month. **Payment is expected to St. John Lutheran School upon receipt of the bill.** Failure to do so will result in the loss of service until payment is made in full. If your balance exceeds \$25 at the end of the school year, you will not be able to utilize the service the following school year until the balance is paid in full.

PROCEDURES

Extended Care will be held in one of three places: our gymnasium, the commons, or the playground when the weather permits. Colder months are spent in the Gymnasium or Commons. Remember that this is subject to change depending on the weather, etc. Please make sure to download the St. John Indy App. You will need to turn on your push notifications for Extended Care to receive our updates. The Extended Care phone number is **(317)847-0148**.

CONDUCT

Students who misbehave in extended care may receive a disciplinary note. Parents are expected to address these situations immediately. A third notice will result in loss of extended care privileges for time periods of 3 days to a full semester. Please use the Extended Care phone **(317)847-0148** to contact us if you are running late.

BILLING

| FROM | TO | PER CHILD |
|----------------|----------------|------------------|
| 3:15 PM | 4:00 PM | \$6.00 |
| 4:00 PM | 5:00 PM | \$12.00 |
| 5:00 PM | 5:30 PM | \$17.00 |

MORNING CARE

7 AM – 7:40 AM

Mrs. Lou Ann Hargraves

Location: Gymnasium

Cost: \$6 per child if entering any time before 7:20 AM

\$3 per child entering between 7:21 AM – 7:40 AM

Children are dismissed to their classrooms at 7:40 AM. Any child arriving to school prior to 7:40 AM must report to Morning Care in the Gymnasium.

Parents are asked not to take children to rooms in which the teacher is not present. Morning staff devotions conclude by 7:35 AM. Teachers pick up the students in the extended care room by 7:40 AM.

Families are billed on Fast Direct twice monthly for this service.

Payment is expected to St. John Lutheran School upon receipt of the bill. Failure to do so will result in the loss of service until payment is made in full. If your balance exceeds \$25 at the end of the school year, you will not be able to utilize the service the following school year until the balance is paid in full.