

Beyond the Classroom

St. Mary's Episcopal School 2009-2010

Program Description

Times and Classes: Beyond the Classroom offers an early morning session from 7:30-8:30 AM. Also offered is an extended hour class for students whose classes end at 2:30 PM and a late afternoon class from 3:30-6:00 PM. Children must be enrolled in St. Mary's academic programs in order to participate in the BTC program.

Drop In Care: Available on a day to day basis. Space is limited and advance reservations are required.

Teacher Conference Days and Early Release Days: Care is available by reservation for those students who have a permanent space in the BTC program on those days.

Location: At the present time, the BTC room is located in the elementary wing of the building. Dedicated space provides an area for these students to work and play in a supervised atmosphere. Other areas of the building are utilized as needed, such as the Playground, Taylor Hall, Computer Lab as well as the Flex Room and Media Center.

Program Schedule: The morning classes provide children with a time to play games, read, and utilize the activity centers. The afternoon classes have a schedule which includes: Group gathering time, snack, outside play, homework time, and special planned activities. These include art, movement, games, and cooking.

St. Mary's School offers special morning and afternoon classes as an option for all parents. In an effort to provide children with a safe, secure, "home away from home" atmosphere beyond the regular classroom day, we offer our

BEYOND THE CLASSROOM PROGRAM.

Skilled and caring staff guide children in a range of activities designed to enrich each day and suit each child's individual needs.

Fees and Payments

A registration fee of \$25.00 per child or \$35.00 per family is charged for enrollment in the BTC Program. Tuition fees may be paid on a monthly or yearly basis.

Policies: All students enrolled in the BTC program are expected to abide by the same policies and procedures applicable to St. Mary's School. These policies and procedures are outlined in the Parent/Student Handbook.

Staff: The Beyond the Classroom Program is overseen by the Head of School, Nancy Hetherington and is staffed by qualified, caring individuals who are on the faculty and/or staff of St. Mary's Episcopal School. Their goal is to provide a supportive, individualized experience for each child.

BTC Drop In Procedure
2009-2010

Beyond The Classroom is a before and after care program for students at St. Mary's School. Any student may enroll in the program on a drop in basis. Please follow these steps when using this program for drop in reservations.

Reservations: Please call the school office to schedule a BTC drop in. The times are as follows:

Morning—(Please schedule by 3:00 pm of the prior day)

7:30—8:30 AM.....\$ 6.00

Afternoon—(Please schedule by noon on the day of use)

2:30—3:30 PM.....\$ 6.00

3:30—6:00 PM.....\$18.00

IF AT ANY TIME YOU NEED TO CANCEL YOUR DROP IN SPACE, PLEASE DO SO THE DAY PRIOR TO YOUR DROP IN RESERVATION. THERE ARE A LIMITED NUMBER OF DROP IN RESERVATIONS TAKEN. IF YOU FAIL TO CALL IN AND CANCEL, YOU WILL BE CHARGED FOR YOUR RESERVATION.

Payment: Payment is due at the time of use. All payments are to be placed in the lockbox by the school office. A \$10.00 late fee is assessed when payment is received after your child has attended BTC.

Communication: If scheduled ahead of time, it is helpful to notify your child's teacher that he/she is going to BTC that day. The office staff will notify your child's teacher if you schedule your child for the same day.

If the building is locked, use the microphone attached to the walkie talkie in the mailbox opposite the front door to announce your arrival. Or, call the school's direct number 341-9541 X101 or X102.

Registration:

\$25.00—one child
\$35.00—more than one child

Fees are based on the number of days a child is enrolled for a complete school year and averaged over a nine month period. A \$10.00 late fee will be assessed after the 15th of each month.

Days per Week	Monthly Payment	Program	Time
1 day:	\$20.00	All Students	7:30-8:30
	\$20.00	Students dismissed at 2:30 PM	2:30-3:30
	\$42.00	All Students	3:30-6:00
2 days:	\$35.00	All Students	7:30-8:30
	\$35.00	Students dismissed at 2:30 PM	2:30-3:30
	\$70.00	All Students	3:30-6:00
3 days:	\$50.00	All Students	7:30-8:30
	\$50.00	Students dismissed at 2:30 PM	2:30-3:30
	\$100.00	All Students	3:30-6:00
4 days:	\$65.00	All Students	7:30-8:30
	\$65.00	students dismissed at 2:30 PM	2:30-3:30
	\$130.00	All Students	3:30-6:00
5 days:	\$78.00	All Students	7:30-8:30
	\$78.00	Students dismissed at 2:30 PM	2:30-3:30
	\$160.00	All Students	3:30-6:00

A \$10.00 late fee is assessed when a child is picked up after the end of class. Any family whose account is delinquent at the end of the month may not use BTC during the following month until the account is brought current.

Enrollment in the program can occur at any time after the child has been accepted at St. Mary's School. Because classes often fill quickly, families are encouraged to enroll as soon as possible. Registration is accepted when the application is completed and registration fee is received in the school office. These fees are non-refundable.

Beyond The Classroom
St. Mary's School

Please indicate the option(s) and day in which you wish to enroll.

Option:

Days: (M-T-W-TR-F)

_____ Early AM Class

7:30—8:30 AM _____

_____ Extended Hour Class

2:30—3:30 PM _____

_____ Late PM Class

3:30—6:00 PM _____

Beyond The Classroom
St. Mary's School

Child's Name: _____ Age: _____

Address: _____

Parent/Guardian Name: _____

Home Phone Number: _____

Mother Business Number: _____ Mother Cell Number: _____

Father Business Number: _____ Father Cell Number: _____

Health Concerns: _____

Allergy Concerns: _____

In case of medical emergency the local paramedics will be called. If you would prefer that we use an alternative procedure, please state your preference in this space: _____

In case the parent/guardian cannot be reached in an emergency, please notify: (Edmond or OKC metro area)

Name: _____ Phone: _____

Relationship to child: _____

CONTINUOUS SUPERVISION AND RELEASE OF CHILD: when my child is brought to the Beyond The Classroom program, the child will be left with either a staff person, or in the presence of a staff person. I hereby authorize the release of my child by this program to the following persons (other than parents and emergency person) Name: _____

Relationship to Child _____ Phone: _____