

# Beyond the Classroom

St. Mary's Episcopal School 2010-2011

## 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 2:15 PM and a late afternoon class from 3:15-6:00 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:** Early A.M.—2nd grade classroom; Extended Hour—meets in the pre-school classroom; Late P.M. (after school) meets in Taylor Hall/Playground area. Pickup is in back at the playground area or entering through Taylor Hall.

**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**  
**2010-2011**

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)

2:15—3:15 PM.....\$ 6.00

3:15—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.

**After 4pm if the building is locked, drive around to the back of the building and knock on the door adjacent to the playground.**

Registration Fee:

\$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 week	7:30am AM BTC	2:15pm Ext Hour	3:15pm PM BTC
1 Day	\$21.00	\$21.00	\$44.00
2 Days	\$37.00	\$37.00	\$74.00
3 Days	\$53.00	\$53.00	\$105.00
4 Days	\$68.00	\$68.00	\$137.00
5 Days	\$82.00	\$82.00	\$168.00

**\*\*\*Save BTC Tuition\*\*\***

**Parents are encouraged to pay full years BTC tuition by August 27th, 2010 and save. \$2142** paid in full by August 27th will give your student access to morning and afternoon BTC 5 days a week while school is in session. Paid monthly, this option is \$2250.

**\$2844** paid in full by August 27th will give your student access to morning and afternoon BTC plus extended hour (2:15) 5 days a week while school is in session. Paid monthly, this option is \$2988.

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

2:15—3:15 PM \_\_\_\_\_

\_\_\_\_\_ Late PM Class

3:15—6:00 PM \_\_\_\_\_

\_\_\_ I wish to pay a full year BTC and gain use of morning and afternoon BTC at a reduced rate due.

\_\_\_ I wish to pay a full year BTC/extended hour and gain use to all three sessions at a reduced rate due.

Beyond The Classroom  
St. Mary's School

Today's Date: \_\_\_\_\_

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: \_\_\_\_\_