



**TRANSFIGURATION
CATHOLIC SCHOOL**
Extended Care Program

The Mission of
Transfiguration Catholic School
is to form each student in the
highest standards of learning, faith,
and character, according to the
vision of education of the
Roman Catholic Church.

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****Please note – Policies and Procedures outlined in the Transfiguration Catholic School Parent-Student Handbook apply to the Extended Care Program.**

INTRODUCTION

Welcome!

This Handbook serves to outline the mission, policies and expectations of the Extended Care Program at Transfiguration Catholic School, and to outline the agreement between the parents and guardians of the children who are enrolled in the program and Transfiguration Catholic School. The program is run under the governance of Transfiguration Catholic School, and therefore all policies and procedures outlined in the Transfiguration School Parent-Student Handbook also apply to the Extended Care Program.

Program Mission and Goal

The mission of the Transfiguration Catholic School Extended Care Program is to provide quality before and after school care, and aims to extend a child's learning and growth beyond the classroom in a safe and enriching environment.

PROGRAM OPTIONS

Transfiguration Catholic School provides three options for before and after school care, depending upon the age of the children enrolled. Programs are available for Preschool students, Kindergarten to grade 5 students, and Middle School Students (grade 6-8). Programs follow childcare licensing and safety rules applicable to programs run in the State of Minnesota.

PLEASE NOTE - Programs are only available on days that school is in session.

Preschool Program

Before and after school care is available to all students enrolled in a Transfiguration Preschool Program. Before school care is available for one hour prior to the start of school, from 7:30 am to 8:30 am, and after school care is available from 3:25 pm to 5:30 pm. Parents/Guardians are encouraged to pre-register for the days and times their child will use the program so appropriate levels of staffing can be scheduled. Drop-in care is available as staffing allows. If needs change throughout the school year, please contact the school office as soon as possible to inquire about program openings.

Kindergarten to Grade 5

Before and after school care is available to all students enrolled in kindergarten to grade 5. Before school care is available for two hours prior to the start of school, from 6:30 am to 8:30 am, and after school care is available from 3:25 pm to 5:30 pm. Parents/Guardians are encouraged to pre-register for the days and times their child will use the program so appropriate levels of staffing can be scheduled. Drop-in care is available as staffing allows. If needs change throughout the school year, please contact the school office as soon as possible to inquire about openings.

Middle School, grades 6-8

Before school care is available to students enrolled in grades 6-8. Before school care is available for two hours prior to the start of school from 6:30 am to 8:30 am. Parents/Guardians are encouraged to pre-register for the days their child will use the program so appropriate levels of staffing can be scheduled. Drop-in care is available as staffing allows. After school care for middle school students is currently not available, please contact the Principal if you are interested in after school care

Registration and Enrollment

Registration

Parents/guardians must complete a registration form, sign off on the Transfiguration Catholic School Parent-Student Handbook, and submit a \$50.00 non-refundable registration fee to the program.

The Emergency Information Form completed for school activities will be utilized for your student enrolled in the Extended Care Program. If there are individuals that are NOT allowed to pick up your child, please contact the Principal at 651-501-2216 or principal@transfigurationmn.org so that proper precautions can be taken.

Drop-off and Pick-up Requirements

A parent must enter the building with the child when dropping off a child, and/or when picking them up. Children must be signed in and/or out by the parent, guardian, or authorized adult on the form provided in the Extended Care room. The form serves as an official attendance record and verification of the identity of the drop-off and pick-up persons.

Please be prepared to show identification if the care providers request it. Care providers may need several weeks at the beginning of the school year to get to know parents and guardians, please understand that the safety of your child is the primary concern.

Extended Day Fees

A \$50.00 non-refundable, per family Registration Fee is applicable to all programs and must be submitted to the school office along with the Registration Form.

Preschool Program Fees

The following rates apply to families that pre-register students and are pre-billed on a monthly basis:

Before School AM Session	\$6.00/day
After School PM Session	\$12.00/day
Before and After School	\$15.00/day

The following rates apply to families that DO NOT pre-register:

Drop-in rates, 24-hour notice required.

Before School AM Session	\$8.00/day
After School PM Session	\$16.00/day
Before and After School	\$24.00/day

Kindergarten to Grade 5 Program Fees

The following rates apply to families that pre-register students and are pre-billed on a monthly basis:

Before School AM Session	\$12.00/day
After School PM Session	\$12.00/day
Before and After School	\$20.00/day

The following rates apply to families that DO NOT pre-register:

Drop-in rates, 24-hour notice required.

Before School AM Session	\$15.00/day
After School PM Session	\$15.00/day
Before and After School	\$30.00/day

Middle School, Grade 6-8, Program Fees

The following rates apply to families that pre-register students and are pre-billed on a monthly basis:

Before School AM Session	\$5.00/day
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The following rates apply to families that DO NOT pre-register:

Drop-in rates, 24-hour notice required.

Before School AM Session	\$8.00/day
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Late Fees for Afternoon Programs

Extended Day closes promptly at 5:30 PM. Please be respectful of the extended day workers' time.

Parents whose children remain past 5:30 PM must pay overtime fees as follows:

Late Fees per 15 minutes	\$10.00/each 15-minute increment
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Extended Day Billing and Fees

Extended Day Care fees are billed monthly through our tuition and fees billing system, TADS. Families that pre-register will be billed at the beginning of the month and families that use the drop-in option will be billed at the end of each month. Invoices will be created in your account by the 5th of each month with the payment posting between the 15th and 20th of the month. If a family is not registered for automatic payments in TADS, a check must accompany the monthly registration form and received by the beginning of the month.

Late Payments and Past Due Accounts

If a payment is not received or a payment is returned, you will not be allowed to utilize the Extended Care Program until payment is received. Accounts with Extended Care Fees that are more than 30 days past due will require payment of past due amounts and one future month in order to be re-instated in the program.

Late Fees

Late fees will be applied to Extended Fee invoices in accordance with TADS policies. Please log in to your account or contact TADS for more information on late fees.

Absences and Illness

Credits will NOT be applied for sick days or absences. If you are planning vacations or periods of absence from school, please notify the school office a minimum of two weeks in advance. Credits will be applied if the school office receives notice a minimum of two weeks in advance of the date of absence.

The Extended Care Program assumes responsibility for students immediately after the school day ends. If your child will not be attending a scheduled session due to absence from school (sickness), you will be charged, unless the request is 2-weeks prior (vacations etc). If a child does not arrive at the program as intended, the staff will notify the parents. If the parent/guardian cannot be reached, the child's emergency contact person will be notified.

Please notify the School office if your child will be participating in any on-site extra-curricular activities. A two-week notice is required for any activity that will prevent your child from attending the Extended Care Program, please don't assume that because it is a Transfiguration extra-curricular activity, that the Extended Care Staff knows where your student is. ALWAYS notify the office if there is a change in your student's schedule for Extended Care.

Staffing levels are determined based upon the pre-registered students in the Extended Care Program. We are unable to adjust schedules for day to day fluctuations in student attendance. If you have questions or concerns about an illness or absence, please contact the School Principal.

Health Procedures

Please refer to the policies and procedures that are outlined in the Transfiguration Catholic School Parent-Student Handbook for information on health procedures.

Illness policies follow the Transfiguration Catholic School Parent-Student Handbook. A parent or emergency contact will be notified if a child exhibits symptoms that require medical attention per School policy.

Breakfast and Snack

Students attending the grades Kindergarten to Grade 5 morning session will be provided milk and either a breakfast bar or cereal. Snacks will also be provided for the afternoon session. Please refer to the Transfiguration Catholic School Parent-Student Handbook Wellness Policy for additional information.

No outside food will be allowed in the Extended Care Program.

Personal Property

Students should not bring money, toys, food, or any other items not necessary for school activity. Any personal property remaining after the session will be taken to the school lost and found. Transfiguration Catholic School is not responsible for lost or damaged personal property.

Emergency Closings

If school is closed because of severe weather or another emergency, the Extended Care Program will also close. In the event of late starts due to severe weather or any other emergency, there will be no AM Session. In the event of early closings due to severe weather or any other emergency, there will be no PM Session. Please contact the school and/or watch local news channels for information on School closings.

Grievances

The Principal is responsible for staffing and oversight of the Extended Care Program. If a parent/guardian is concerned about any issue or situation concerning their child, the parent/guardian must contact the Principal as soon as possible. Caregivers will not address these concerns independently and issues will not be discussed in the presence of children. Caregivers are under instruction to channel parent/guardian concerns to the Principal.