



January 2026

Dear Parents,

Welcome to the St. Rose of Lima Extended Day Program. This newsletter contains important information about policies, dates, fees, & procedures for the upcoming school year. The St. Rose Extended Day Program provides care for children in our Pre-K through 6th grade classes from 2:00-5:30 pm on school days and during some vacations. The Extended Day Program is not a daycare. We will not have a before school program for the 2026-2027 school year.

The extended day program has a scheduled homework time daily for children in grades K-6. After homework time there will be play time. Play time will include inside and outside time. The after school program has toys, books, games, puzzles, and drawing/coloring supplies for the children to use. Children are welcome to keep a plastic tote/bin with their own items from home such as playdough, a ziplock bag of legos, action figures, crayons & coloring book, chalk, bubbles, jumprope, etc.. Please do not send toys that promote violence or have weapons with them. Children may bring electronics but must be responsible for them and they cannot share them with others. Electronics must be kept in backpacks when not being used and must be taken home daily. Electronics cannot be left in bins at school. St. Rose is not responsible for lost or broken electronics and/or toys. Cell phones cannot be used as electronics. Cell phones are not allowed to be out or used during the school day, including after school care. Children cannot use their devices to take pictures or videos while at the program and cannot text or call from them or receive texts or calls to them. Children need to bring a snack and water bottle for after school. Please make sure to label all your child's belongings with their name.

DAYS OF OPERATION

The extended day program will be closed on all holidays, days off, and half days. Half days are used for staff professional development for our teachers. Unused snow days may be added as

days off to Memorial Day weekend and/or the end of the year. The program is closed on all snow days. There is no extended day program available during Christmas break. We may be able to open on days during February and April vacation weeks, but spaces will be limited and you will need to sign up ahead of time. More information will follow as those weeks get closer.

REGISTRATION/FEES/PAYMENTS

Registration will be completed online via Google form. The registration fee for the school year is \$50 per family. Parents will receive a bill for the registration fee via incidental billing in FACTS. You will only be required to pay for the days your child attends the program. Bills will be sent out at the beginning of each month for the prior month. You will be invoiced via FACTS and pay through incidental billing. If you have not signed up for incidental billing in FACTS, please do so. Availability for aftercare on vacation days must be signed up in advance. If your child does not attend, you will be charged, since this spot was saved for you.

Fees for this year are as follows:

Extended Day (aftercare):

- 1st child: \$32
- 2nd child: \$30
- 3rd child: \$27

Vacation/Break Week Days:

- 1st child: \$50
- 2nd child: \$45
- 3rd child: \$40

ALLERGIES/MEDICATION

Please add allergy information on the registration form. If your child requires us to keep medication for an allergy and/or other condition such as asthma, you will need to provide a copy of the doctor's orders with the medication and it will be kept locked up. This requirement is separate from orders and medication you may have in the nurse's office. Our program needs its own orders and medication for the times school is not in session as we do not have access to a nurse or the nurse's office after school hours and on days off.

PICK UP

When you come to pick up your child you will pull up along the curb in front of the school cafeteria, call the program number 315-458-4161 and let us know you are here to pick up your child. A staff member will walk your child out to you. For safety reasons, parents must wait outside with the vehicle for your child.

SICKNESS

The same rules apply to the Extended Day Program as during the regular school day regarding sickness. Children sick with a fever, vomiting, or diarrhea, must be fever and symptom free for 24 hours without fever reducing medication. If your child develops a fever or vomits while at the after school program, you will be required to come and pick him/her up and he/she cannot return to school until the above criteria is met.

RESTRAINING/CUSTODY ORDERS

In the event of a court order restraining one parent or guardian from seeing or picking up a child, the St. Rose Extended Day Program must have a copy of a legal document from the court. Without this document on file, it will be assumed that joint custody is in effect and the program staff cannot prevent the non-custodial parent from picking up or seeing the child.

If you have any questions or concerns please don't hesitate to call the office at 315-458-6036 or email mcryslar@syrdiocese.org.

The link to register for the after school program is as follows:
<https://forms.gle/NJv8ptXiayXPXiwg8>

Sincerely yours,

Mary Cryslar

Mary Cryslar
Principal