

Extended Care Blessed Teresa of Calcutta 2026-2027



ADMISSION

Families must complete the Registration Forms before a child can be admitted to our Extended Care Program.

EXTENDED CARE

We operate our **Extended Care Program in the Parish Hall**, and the following Care Services are available for the 2026-2027 school year:

After school care for all grade levels

3:00–5:30 pm

Early Dismissal Days

11:00–5:30 pm

- We do not offer care on the day **before Christmas and Spring Break, as well as the last day of school.**
- Extended Care is **only available during school sessions**. We do not offer care for holiday breaks and Snow Days.

EXTENDED CARE POLICY AND PROCEDURES

The Extended Care Program is a continuation of the school day and operates under the same guidelines outlined in the BTC Parent Handbook and Discipline Policy. This includes expectations around behavior and cell phone use—consequences for violations will be consistent with school-day policies. If behavior concerns persist despite staff intervention and disrupt the program, the child will be dismissed from aftercare.

1. Pick-Up Guidelines

A parent or legal guardian must sign out their child(ren) each day from the Aftercare Program. Children will only be released to individuals who are listed and authorized on the student's Registration Form or Emergency Contact Form. No exceptions will be made without prior written authorization from a parent or legal guardian and approval by the director.

2. Daily Routine

Students enjoy a variety of special activities designed to encourage creativity, collaboration, and fun. These activities may include arts and crafts, games, STEM challenges, reading time, seasonal projects, and other enrichment opportunities. Our aftercare program provides a safe, nurturing, and engaging environment where students can relax, learn, and build positive relationships with their peers.

3. Injuries

In the event of a minor injury, staff will administer basic first aid and notify the parent or guardian. For serious injuries, staff will call 911 immediately and contact the parent/guardian or emergency contacts as soon as possible. A written injury report will be provided to the parent or guardian.

4. Snacks

Students are encouraged to bring a healthy snack to enjoy during aftercare; however, **snacks are not provided by the school.** If your child has any food allergies or dietary restrictions, our staff will follow the Health Plan that is on file with the school nurse to ensure their safety and well-being.

FEES

Registration Fee: \$30.00 per child/family.

Your registration fee will be added to your first bill.

There is a 20% discount for siblings (not for Early Release Day)

Full Time Rate:

(13 more days a month) **\$150.00 a month** (Includes early release days)

Part-Time Rate:

(5 to 12 days a month) **\$100.00 a month**

Early Release Rate:

\$30.00 early release day

Daily Rate:

(1 to 4 days a month) **\$20.00 a day**

Once a child attends 5 days, they will automatically be charged a part-time rate of \$100.00 for that month.

Late Pick Up Fees:

Children picked up after 5:30 pm will be charged an additional \$5.00 per child for every 5 minutes.

Payments:

Extended Care fees will be processed through your FACTS account.

Automatic payments will be withdrawn on the 12th of each month. If your Extended Care enrollment status changes during the school year, you must notify both **Jeanne Baer at JBaer@btcp parish.org** and the Extended Care Director as soon as possible to ensure accurate billing and attendance records. If you have any questions or concerns regarding the Extended Care Program, please contact the Director, **Ms. Jodi Dixon, at jdixon@btc-school.org**.

Extended Care Registration Form 2026/2027

The purpose of our extended care program is to provide a safe, well-supervised environment for our children while families are at work or school. Your child may not attend until we have a signed registration form. If you have any questions about Extended Care, contact the school or our Director, **Jodi Dixon**, jdixon@btc-school.org

Student Information:

1. Student's Full Name: _____

Date of Birth: _____

Grade: _____

2. Student's Full Name: _____

Date of Birth: _____

Grade: _____

3. Student's Full Name: _____

Date of Birth: _____

Grade: _____

Parent/Guardian Information:

Parent/Guardian(s): _____

Email Address: _____

Cell Phone(s): _____

Emergency Contacts:

1. Emergency Contact/Relationship: _____

Phone Number: _____

2. Emergency Contact/Relationship: _____

Phone Number: _____

3. Emergency Contact/Relationship: _____

Phone Number: _____

Extended Care Services Needed: (Check appropriate response)

- Full Time (13 + days and Early Release included)
- Part Time (5 to 12 days a month)
- Early Dismissal Days
- Daily Rate (1-4 Days a month)

Part-Time Preferences: (check all that apply):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Official Start Date: _____

Families will be charged monthly based on the care noted above. Please communicate immediately the care needed must be altered or changed.

Adults Authorized to Pick Up

Name	Relationship
-------------	---------------------

Name	Relationship
-------------	---------------------

Name	Relationship
-------------	---------------------

Name	Relationship
-------------	---------------------

Terms and Conditions:

I hereby authorize Blessed Teresa of Calcutta School to provide after-care services for my child. I agree to comply with Aftercare policies and procedures and understand that I am responsible for informing the school if my care needs change or are altered. I also acknowledge that school staff will adhere to the BTC Discipline Policy.

Signature:

Parent/Guardian Signature: _____

Date _____