

Extended Care Blessed Teresa of Calcutta 2025-2026



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 school cafe. The following Extended Care Services are available for the 2025-2026 school year:

After school care for all grade levels

3:00–6:00 pm

Early Dismissal Days

11:00– 6:00 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 may be dismissed from aftercare.

1. Pick-Up Procedures

A parent or guardian **must sign out** their child(ren) each day at pick-up.

Children will only be released to individuals listed on the Registration Form. **No exceptions will be made.**

2. Daily Routine

Aftercare begins each day with a snack and time for homework, followed by supervised play.

3. Injury Procedures

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

We will provide one snack each day to the students. Snacks consist of crackers, cookies, fruit, and or a special treat.

Students are also welcome to bring in additional snacks. ***If your child has an allergy, we will follow the school's Health Plan that you have on file with our nurse.***

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 pre-early release day

Daily Rate:

(1 to 4 days a month) **\$10.00 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 6:00 pm will be charged an additional \$5.00 per child for every 5 minutes.

Delinquent Fees:

Fees delinquent by more than 2 weeks will result in the denial of Extended Care services until fees are current.

Payments:

Extended Care payments will be paid via your FACTS account.

Your automated payment will be withdrawn on the 12th of each month.

If you have questions or concerns, please reach out to our **Director, Mrs. Lisa Vanderford** lvanderford@btc-school.org.

Extended Care Registration Form 2025/2026

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 or concerns about Extended Care, please contact the school or our Director, Lisa Vanderford, at lvanderford@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 Names: _____

Email Address: _____

Cell Phone Numbers: _____

Home Address: _____

Emergency Contacts:

1. Emergency Contact/Relationship to Child: _____

Phone Number: _____

2. Emergency Contact/Relationship to Child: _____

Phone Number: _____

Extended Care Services Needed: (Check appropriate response)

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

After Care Preferences:

Days Needed for Part-Time Status (check all that apply):

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

Start Date: _____

Adults Authorized to Pick Up _____

Terms and Conditions:

I hereby authorize Blessed Teresa of Calcutta School to provide after-care services for my child. I agree to comply with BTC's Parent and Student Handbook 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** _____