**St. Leo School**

**120 Main Street**

**Leominster, MA 01453**

**Tel 978-537-1007 Fax 978-537-7420**

**St. Leo School Extended Care Program 2019-2020**

**Age Level:** Pre-K through grade 8

**Hours of Operation:** Morning Care – **7:00 a.m.-8:00 a.m.**

 After School Care – **3:00 p.m.-5:30 p.m.**

 The extended care program operates only within the framework of our school calendar. The program is not in operation during vacations or inclement weather days. There is no After School Care on early release days. If the City of Leominster calls for a delay due to inclement weather, there will be no Morning Care. The school may determine that extended care will need to be closed early/cancelled due to impending inclement weather or school/parish business.

 **Students in grades Pre- K through 8 arriving before 8:00 AM must report to Extended Day and will be charged accordingly.**

**Location of Extended Care:** Extended Care will be located in the lower floor of Building B. You must ring the doorbell next to the main office for access to Extended Care.

Snacks are not provided by the Extended Care Program. Parents provide snacks for their own children.

**Program Cost:**

**Hourly Fees:** $8.00 per hour-billed on the half-hour.

 Extended Care fees are hourly. For example, if your child is at Extended Care for 1 hour, you will be charged $8, but if the child is at Extended Care for 1 hour and 10 minutes, the charged will be $12.

**Early Drop-Off/Late Pickup Fee:** $3.00 per minute/per child.

If students are dropped off prior to the start of Morning Extended Care or on delay days before the time students are allowed, parents will be billed $3 per minute. For example, on a morning with a 2-hour delay, when students are dropped off at 9:45 and the drop-off is supposed to be 10:00 a.m., the family will be billed $45 per child. This same fee is charged for parents who pick up after 5:30 p.m.

The Extended Care staff track student attendance according to the Extended Care clock.

If you have an emergency and/or are running late for Extended Care pick-up, please notify the Extended Care Staff by calling **978-537-1007**.