

Saint Paul School

in Hingham

18 Fearing Road
Hingham, MA 02043
781-749-2407

2017-2018

Saint Paul School Extended Day Program

Dear Families,

Welcome to the Saint Paul School Extended Day Program! Now, in its fifth year, we are proud to continue providing our families with a safe, nurturing and stimulating program that further complements their experience as a Saint Paul's student.

The program formally begins on Thursday, September 7th. Although much information appears on the Extended Day Program description located on our website, I thought it important to review a few key details to ensure its success.

STAFFING: We are please to welcome Victoria Pope Matton as our primary Extended Day Caregiver. Victoria is a resident of Hingham and has served in the Hingham Public School system for 15 years as a volunteer and teachers' aide. She is an enthusiastic and nurturing individual. She can be reached at vmatton@spshingham.org or 781-799-8842. You may also see other SPS staff members assisting especially during the first week or two.

DROP OFF/PICKUP POLICY:

A. **MORNING:** Drop-off begins at 7:00a.m. in the Kindergarten parking lot on Fearing Road. Please walk children to the door and ring bell twice. Ms. Matton will meet you and escort the children to the Preschool room. This room will be utilized for the morning Extended Day (ED) only. The program ends at 8:10. Preschool students will remain in classroom with their teacher, PreK will be walked to the PreK room and met by their teacher, and the remaining students will be walked to the gym to wait for their teachers.

B. **AFTERNOON TRANSITION FROM CLASS:** Students in PreK will remain in classroom to be joined by Kindergarteners. Ms. Matton will meet them there. Upon SPS dismissal, Ms. Matton will take students to the Kindergarten room. All other ED students will join them. For now, the Kindergarten room will be the only Afternoon location. While students are there, the following schedule will occur:

2:45- 3:45 Snack/Homework/Quiet Activities

3:45- 4:45 Outside Play (weather permitting)

4:45- 5:45 Inside Activities

C. **AFTERNOON PICKUP:** The program concludes promptly at 5:45. We would appreciate you make every effort to be punctual. Pickup will be in the Kindergarten lot. Please ring bell twice. Since there are many new students and families, we will ask you or the designated individual to present a picture id to sign the children out.

CHANGES TO SCHEDULE:

A. **NON-URGENT:** Please email Victoria and I (jbruno@stpaulschoolhingham.com) and "cc" their respective teacher as well as the office. You should also send in a written note to the teacher. Non-urgent would be any change that can be communicated by 6 p.m. of prior day.

B. **URGENT:** Please contact Victoria by phone, 781-799-8842 and email Victoria, the respective teacher, the office and myself so we can ensure your child's safety. Urgent change is a change that occurs that day. Please be considerate.

UNFORESEEN CIRCUMSTANCES WILL BE ACCOMMODATED BUT THESE PROCEDURES MUST BE FOLLOWED FOR SAFETY.

CLOTHING,SNACKS AND FOOD ALLERGIES: Please keep in mind that daily activities are varied and the children may go outside. For their comfort and well-being, please make sure they are dressed appropriately for the weather and season. Also, please send along nut-free snacks, fruit or other food your children may want as it is a full day.

DAILY NOTIFICATION: Please send a written note with your child each day informing the teacher that s/he will be staying for Extended Day. If your child comes each night during the week, a note on Monday is sufficient. This extra step helps ensure proper communication between student and teacher.

Please let me know if you have any other questions or if you need additional information.

We look forward to a fantastic year!!

Sincerely, Jacqueline Bruno

Extended Day Coordinator, 617-719-2854 or jbruno@spshingham.org

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Saint Paul School Extended Day Program 2017-2018

Registration Fee

One-time , annual registration fee of \$25.00 for each child.

Morning / Before School Care Program

Monday-Friday: 7:00am-8:10am

Full year cost (based on rate of \$6.00/day):

1 day=\$216 2 days=\$432 3 days=\$648 4 days=\$864 5 days=\$1080

Monthly cost:

1 day=\$22 2 days=\$44 3 days=\$65 4 days=\$87 5 days=\$108

***Drop-in fee: \$6.00/day**

Afternoon / Extended Day Program

Monday-Friday: 2:45pm-5:45pm

Full year cost (based on rate of \$18.00 / day):

1 day=\$624 2 days=\$1,248 3 days=\$1,872 4 days=\$2,496 5 days=\$3,120

Monthly cost :

1 day=\$63 2 days=\$125 3 days=\$188 4 days=\$250 5 days=\$312

***Drop-in fee: \$20.00/day**

PAYMENT PROCESSING:

- If participating in both morning and afternoon programs, please combine your payment on one check.
- The check should be made out to "Saint Paul School," with a note in the memo "Extended Day Program."
- FACTS: For your convenience, the payments can be added into your FACTS account and deducted automatically. Please contact Linda Resca at (781) 749-0587 to assist in arranging a payment plan for the Before School and Afternoon Extended Day programs.