

Saint Paul School

in Hingham

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

2019-2020

Saint Paul School Extended Day Program

Dear Families,

Welcome to the Saint Paul School Extended Day Program! 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.

STAFFING: Victoria Pope Matton is our primary Extended Day Caregiver. Victoria has served in this role for 5 years, is a resident of Hingham and 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 will also see other SPS staff members assisting her daily.

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. Mrs. 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.

B. **AFTERNOON TRANSITION FROM CLASS:** Afternoon care takes place in the Kindergarten room. For students in Grade 1 and older, homework takes place with a staff member separately in the PS or PK room. The afternoon care schedule will be as follows:

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. Pickup will be in the Kindergarten lot. Please ring bell twice. Individuals unfamiliar to staff will be required to present a picture id to sign a child out.

All families should complete ONLINE REGISTRATION each time you plan to have your child attend Extended Day Care.

CHANGES TO SCHEDULE:

A. **NON-URGENT:** Please email Victoria and me (jbruno@spshingham.org) 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. the prior day.

B. **URGENT:** Please contact the Main Office (781.749.2407) and, if possible, email Victoria, the respective teacher and me so we can ensure your child's safety. Urgent change is a change that occurs that day (ie: a change in pick up person – please provide full name).

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: If your child is attending Extended Day Care as a "drop in" visit, please send a written note with your child informing the teacher that s/he will be staying for Extended Day. If your child attends on a routine basis / predetermined schedule, a note on Monday is sufficient. Please let me know if you have any other questions or if you need additional information.

We look forward to a fantastic year!!

Jacqueline Bruno
Extended Day Coordinator, cell: 617-719-2854 or jbruno@spshingham.org

Saint Paul School

in Hingham

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

Saint Paul School Extended Day Program 2019-2020

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**

****Drop-in fee for Early Release Days: \$30.00/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.