

# St. Thomas the Apostle School

## ET (Extended Time) Program 2024-2025

Welcome to another year of school and ET!

Extended Time, the after-school child-care program called ET, is open every day the school is open except on early release days, parent-teacher conferences & the last day of school. Please check the school calendar for the dates. Email reminders will be sent prior to days ET is not in session.

Due to the limited number of people available to staff the ET program, coupled with the limited number of students registered, all students PreK-8 are kept together for the entire time.

**The daily ET schedule is as follows:**

### **2:00-2:15 Check-in**

Pre-school students will be escorted from Little Saints to the ET room (St. Anthony, the first room in the main hall by the school office). The K - 8<sup>th</sup> grade ET students will walk to the ET room at dismissal to get checked-in. (Students should check-in prior to going to any other after school activity.)

### **2:20-2:50 Recess**

All students are escorted to either the Little Christopher's lot / field area or the playground (weather permitting) or the gym. Students will not be separated by age for play unless it appears the activity may be too rigorous for the younger students.

### **2:55 Snack Time**

Students will be escorted to the cafeteria for snacks & drinks. ***Students are to bring a snack from home.***

### **3:25 ET room for play / homework**

All students will be escorted to the ET room for playtime or to complete homework. Toys, puzzles, games, Legos, etc. are provided for their use. Often, a Disney movie/cartoon will be playing. Homework time is provided for all students, and the staff will encourage, but not force any student to complete homework during ET.

### **Pick-up**

Pick-ups will be from the back porch of the ET room (Pierson Street teacher's parking lot). Pick-up times are divided into two groupings for billing purposes (4:15pm & 5:00pm). Students can be picked up at any time, but if earlier than 3:30, please call or text the ET phone (815-528-3788) as the students may not be in the ET room. Students are asked to quickly assist with putting away any toys they may have been using.

***The final pick-up time is 5:00pm.***

## **The Rules:**

During ET all students are expected to follow the St. Thomas the Apostle School rules and be respectful to the supervisors & fellow students. Students will have self-reflection activities if they fail to follow rules.

Students should not bring any toys or games from home.

**Electronic devices must be kept in their backpacks.** If a student needs to contact their parents, they can do so under the supervision of an adult. Parents can call the ET phone (815-528-3788) to speak to their child any time during the ET hours.

**Parents or authorized adults must sign out their child/children every day.** Please circle or check next to your printed name, enter the time of the pick-up, and provide a signature. On the first few days of pick-up, a driver's license will be requested for proof of identity. We will not release the student if the person picking up your child is not listed on the ET form, or they do not have a form of identification. In emergency cases, we will call for verbal approval.

**Please make sure your cell phone numbers are always up to date.** We will be calling you in case of an emergency/injury or illness.

**Schedule Changes:** Your child(ren)'s ET schedule is based on the registration form completed and any additional written/emailed communication from parents. Changes to your child's ET schedule should be put in writing (or email). This includes play dates, after school activities, doctor appointments, etc. The note is given to the homeroom teacher and should include the date of the change and "**ATTENTION ET STAFF**".

If there is a **last-minute ET change**, please call the office **before noon** at 815-459-0496. If you are on the flexible-day ET program (2,3 or 4 days a week) due to your flexible work schedule, please email Mr. Houston and Ms. Boppart (shouston@stthomascl.org & mboppart@stthomascl.org) in advance, at least weekly.

## Fees

ET monthly billing will be handled via FACTS. Failure to fulfill payment arrangements will result in the student being excluded from ET.

If you have any questions or concerns, please contact Mr. Houston at:

**815-528-3788**

Or

**shouston@stthomascl.org**