



Living the Real Presence of Christ
at
St. Thomas More Parish School

6511 - 176th Street SW, Lynnwood WA 98037
425-743-4242
www.stms.org

June 2017

Dear Parents,

My name is Tricia Hernandez, Extended Day Director. It will be another exciting year filled with activities in Extended Day! Extended Day should be a time for socializing and having fun but with organization around time and activities. Here is what a typical daily schedule may look like:

- 7 - 8:15 am -- This is not a structured time, students arrive at varying times. Games, homework and study time are available for students.
3:00 - 3:15 pm Arrive with quiet table games/visiting with friends
3:15 - 4:00 pm Free time or Study Hall
4:00 - 4:30 pm Prayer, healthy snack, clean up
4:30 - 5:00 pm Board games, craft time, quiet time
5:00 - 6:00 pm Free time/movie

Healthy snacks will be served each afternoon.

There will be movies and Wii Day on Fridays. NO phones, ipads, E Readers etc. are to be used during Extended Day.

You must park in the parking lot, both in the morning and afternoon, to check your child in and out. There is no parking in front of the church. This is a request of the parish.

If you need to reach Extended Day, call the school phone number then enter the Extended Day extension. The school number is 425 743 4242, Extended Day extension is 220.

Extended Day closes at 6:00 pm, earlier if all students have been picked up. It is imperative that you pick up your child on time. If you will be late, call the site to inform us that there is a problem.

Extended Day Late Policy is as follows:

- First time late: Verbal warning and an explanation of the policy.
Second time late: Written warning and reminder of the policy.
Third time late: Possible dismissal from the program.

A Late Fee applies each time a student is picked up late. The fees are as follows:

If a student is in Extended Day past 6 pm, there will be a \$20 fee per 10 minute increment. For example, a \$20 fee will apply if a student is picked up between 6:00 and 6:10, \$40 will apply for pick up between 6:10 and 6:20 etc.

Please sign and return this bottom portion of this page to acknowledge receipt of the above information.

I have read and understand the Extended Day policies laid out in this document:

Parent Signature

Date

Parent Name(s) Printed:

Student Name(s) Printed:

Thank you,

Tricia Hernandez, Extended Day Director

Email: tricia.hernandez@stms.org

Extended Day Phone: 425 743 4242 Extension 220

Teresa Fewel, Principal