

2019-2020 SCHOOL YEAR

Welcome to S.T.E.P. for the 2019-2020 School Year at St. Theresa. Attached you will find the S.T.E.P. handbook. I am asking that you please go over the rules with your children before school starts. Please note that preschool playground rules apply for all grades.

Below is a list of important things you should have done when registering your child for S.T.E.P., and important dates to remember in regards to S.T.E.P.

If you have any questions, please email me at cpfaller@sttheresaschool.com or call/text (847)452-4693.

Thank you,

Christina Pfaller

S.T.E.P. Quick Check List

- Fill out the Enrollment/ Consent form for your child(ren) completely.
- Check the appropriate boxes for your S.T.E.P. needs. Partial or full days, AM, PM, or both, Days of the week you child will come to S.T.E.P, or, new this year, drive days only.
- Add each of your children to the form even if they may not come to S.T.E.P. If there is ever an emergency, and they need to come, I will have all the information I need (saves a phone call).
- Download the School Rush App. as this is the main form of communication for S.T.E.P. If you have any issues with School Rush, please let Mrs. Soby know so that it can be addressed.
- If you need to make any changes please let me know before school starts on August 22nd.

Dates to Remember:

- Thursday, August 22 is the first day of S.T.E.P. for all students PS - 8th.
- Thursday, June 4th is the last day of S.T.E.P for all students PS - 7th.
- **There is no after school S.T.E.P. on Friday, November 22nd, Friday, December 20th, Friday, March 20th, and Thursday, April 9th. There will be morning S.T.E.P.**
- Drive days, for S.T.E.P., for the 2019-2020 school year are Monday, January 6th, Tuesday, January 21st, Monday, March 30th, Thursday, May 7th, Friday May 8th, and Thursday May 28th, Friday, May 29th, Monday June 1st, Tuesday, June 2nd, Wednesday, June 3rd, and Thursday June 4th.

St. Theresa Extended-day Program (S.T.E.P.)

2019 – 2020 Enrollment Form

Registration Fee per family: \$30 per year

Service Options (Please check which options you will be in need of for your children)

___ Full Day (pick up by 6 pm) ___ Partial Day (pick up by 4:30 pm)

___ AM only M T W Th F

___ PM only M T W Th F

___ AM and PM M T W Th F

___ Drive Days Only AM PM **new service!

Child(ren)'s Name(s)	M	F	Grade	Activities (Band, Art, etc.)
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Please list all children in your family even if not coming to S.T.E.P. initially, so that in cases of emergencies, all children are enrolled.

_____	___	___	___	_____
_____	___	___	___	_____
_____	___	___	___	_____
_____	___	___	___	_____

Parents/Guardian Name: _____

Address: _____

Home Phone #: _____

Email Address: _____

Cell Phone # Mom: _____ Cell Phone # Dad: _____

Work Phone # Mom: _____ Work Phone # Dad: _____

Person[s] who will ordinarily pick up child(ren), and/or be emergency contacts:

Name: _____ Phone #: _____ Relationship: _____

Name: _____ Phone #: _____ Relationship: _____

Please list any allergies that your child(ren) have:

If you have any questions please contact me at: Email: cpfaller@sttheresaschool.com or Cell: (847) 452-4693

Thank you,

Christina Pfaller

S.T.E.P. Director

St. Theresa Extended Program (S.T.E.P.)

Rates & Schedules 2019-2020 School Year

REGISTRATION FEE: **\$30 per family, per year** (this fee is non-refundable)

DAYS:

Partial Day	pick up at or before 4:30 pm
Full Day	pick up after 4:30 pm

DAILY RATES:

Daily rates apply to children that come 1 or 2 days a week, or on an as needed basis.

Partial Day Rate	\$12/day
Full Day Rate	\$18/day

DRIVE DAYS ONLY:

Drive Day Rate	\$130
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This rate is for the students that come to S.T.E.P. only on drive days throughout the school year.

MONTHLY AND YEARLY RATES:

Number of days a week	Full S.T.E.P. PM 2pm-6pm	Partial S.T.E.P. PM 2pm-4:30pm	Full S.T.E.P. AM/PM 2pm-6pm	Partial S.T.E.P. AM/PM 2pm-4:30pm
5 days /week	\$2854	\$1914	\$3496	\$2278
Monthly payments	\$319/month	\$215/month	\$390/month	\$255/month
4 days/week	\$2428	\$1628	\$2960	\$1924
Monthly payments	\$272/month	\$183/month	\$331/month	\$215/month
3 days/ week	\$1821	\$1221	\$2220	\$1443
Monthly payments	\$205/month	\$138/month	\$249/month	\$162/month
*A.M. S.T.E.P. ONLY				
Yearly Rate		\$696		
Monthly Payments		\$80/Month		

Please note:

- Monthly payments will start in September and end in May (9 monthly payments)
- A.M. Daily Rate of \$4 per day for those students that only come 1 or 2 days a week
- Preschoolers that come to school with their older siblings (at 7:40am) will not be charged for AM S.T.E.P. However, they still must be registered in order to attend S.T.E.P.

All rates (daily and monthly) apply, regardless of the length of time a child stays at S.T.E.P. This allows us to ensure appropriate staffing based on the number of children enrolled in S.T.E.P.



St. Theresa School

Preschool - 8th Grade

St. Theresa Extended Program (S.T.E.P.) Handbook

2019-2020 School Year

S.T.E.P. Director: Christina Pfaller
Telephone: 847-452-4693
Email: cpfaller@sttheresaschool.com

School Principal: Mary J. Keenley
Telephone: 847-359-1820

WELCOME

We are delighted to have your child or children enrolled in our program. This handbook attempts to define and clarify essential information about our program. Should you have more specific questions, please contact our program coordinator, Christina Pfaller, whose information is on the cover sheet of this document.

S.T.E.P. OVERVIEW

S.T.E.P. is available to students enrolled in preschool through 8th grade at St. Theresa School (STS). It provides STS parents with flexibility to provide safe, quality care for their children before and after school in a nurturing, Christian environment. Please note that STS reserves the right to exclude from the program those children whose needs cannot be met by S.T.E.P.

The program allows children to experience a rich mix of activities, designed to help your child grow and thrive, all while complementing the values of St. Theresa Parish and School. Activities, supervised by caring and experienced professionals, include indoor and outdoor playtime, arts and crafts, reading time, and snack time. Homework time is typically scheduled from 2:30-4:00, for the 3rd - 8th grades. 1st - 2nd grades typically have 1 - 3 pages of homework, which they can work on, but it should be completed at home with you. If your child requires more time, they are able to sit quietly away from the others, and continue to work.

HOURS

Morning: 6:30 a.m. to 8:00 a.m., Monday through Friday

Afternoon/evening: 2:00 p.m. to 6 p.m., Monday through Thursday, 1:30 p.m. to 6 p.m., Friday

REGISTRATION

Edited January 7, 2019: Due to increased enrollment, registration for S.T.E.P., for the upcoming year, must now take place during Catholic Schools Week in January. A \$30 non-refundable fee per family, per year, is required to enroll in S.T.E.P. Registration forms will be available online for you to complete. **Edited September 10, 2018: New for the 2019-2020 school year. If your child only needs to come to S.T.E.P. on drive days there is a new option on the enrollment form. Check drive days and pay a separate drive day fee along with the enrollment fee.**

COST

Payments for S.T.E.P. (enrollment fees, daily and monthly rates) will be automatically deducted from your account using SMART TUITION. This eliminates the need to make sure you have checks or cash on hand. It also allows for less notices and emails regarding payments. S.T.E.P. payments can be made monthly or for the entire year. The following page is the Rates and Schedules for the 2019 - 2020 School Year. **Edited October 24, 2018: Payments must be made on time. If you fail to make the appropriate payments, you run the risk of your child being removed from the S.T.E.P program.**

St. Theresa Extended Program (S.T.E.P.) Rates & Schedules 2019-2020 School Year

REGISTRATION FEE: **\$30 per family, per year** (this fee is non-refundable)

DAYS:

Partial Day	pick up at or before 4:30 pm
Full Day	pick up after 4:30 pm

DAILY RATES:

Daily rates apply to children that come 1 or 2 days a week, or on an as needed basis.

Partial Day Rate	\$12/day
Full Day Rate	\$18/day

NEW THIS YEAR DRIVE DAYS ONLY

Drive Day Rate	\$150
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This rate is for the students that come to S.T.E.P. only on the drive days we have throughout the school year.

MONTHLY AND YEARLY RATES:

Number of days a week	Full S.T.E.P. PM 2pm-6pm	Partial S.T.E.P. PM 2pm-4:30pm	Full S.T.E.P. AM/PM 2pm-6pm	Partial S.T.E.P. AM/PM 2pm-4:30pm
5 days /week	\$2854	\$1914	\$3496	\$2278
Monthly payments	\$319/month	\$215/month	\$390/month	\$255/month
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Monthly Payments		\$80/Month		

Please note:

- Monthly payments will start in September and end in May (9 monthly payments)
- A.M. Daily Rate of \$4 per day for those students that only come 1 or 2 days a week
- Preschoolers that come to school with their older siblings (at 7:40am) will not be charged for AM S.T.E.P. However, they still must be registered in order to attend S.T.E.P.

All rates (daily and monthly) apply, regardless of the length of time a child stays at S.T.E.P. This allows us to ensure appropriate staffing based on the number of children enrolled in S.T.E.P.

PICK-UP, DROP-OFF, AND LOCATION

Parents/guardians will use door 7 on the Benton St. side of the building when picking up or dropping off their child. In the mornings, you will come to door 7, ring the buzzer, and will be let into the building. You can then walk your child to room 2, which is the main S.T.E.P. room. **Edited April, 23, 2019: If you arrive after 7:15 you will need to drop your child off in the car rider line as the buses use the Benton lot for drop off in the mornings.**

When picking up your child, you will come to door 7, ring the buzzer, come in to room 2, and sign the attendance log. On the days when the weather is nice, S.T.E.P. will be outside on the playground. A School Rush notification will be sent out to let you know where we are. Please make sure to download the App as this is the main form of communication for S.T.E.P.

If anyone other than you, or the contacts you have listed, will be picking up your child, please make S.T.E.P. staff aware of the change. If you do not, we will be required to call you and verify the ID of the person picking up your child.

Children may never leave the building or school grounds without express permission from S.T.E.P. staff members.

ATTENDANCE

After your child is enrolled in S.T.E.P., please inform the appropriate homeroom teacher. In order for the S.T.E.P. staff to properly plan for activities and an accurate number of students, it will be necessary for parents/guardians to let the director know if there are any changes in your child's schedule. This can be done by email or text message, and should be done before 10:30 a.m.

ABSENCE/ ADD ONS

If your child will not be at S.T.E.P. on a scheduled day, a note should be sent to the homeroom teacher, and an email, or phone call must be made to the office and the S.T.E.P. director. In the event that you will need to have your child come to S.T.E.P. on a day they are not scheduled, please let the homeroom teacher, as well as the S.T.E.P. director, know. Should you have to add your child after school has already begun, please call the office by 10:30 a.m., as well as, contact the S.T.E.P. director either by text or email by 10:30 as well.

It is understood that sometimes situations arise and you may have to add your child last minute, please alert the school and S.T.E.P. director as soon as possible in these situations. **Word of mouth from the children is not an acceptable form of notification.**

OTHER IMPORTANT ITEMS OF NOTE

We request that all toys be left at home and that cell phones remain in back packs during S.T.E.P. hours. STS will not be held responsible for lost, stolen, or broken items.

As required from all STS students, respectful behavior is expected from all students enrolled in S.T.E.P. Behavior which is inconsistent with STS standards will result in disenrollment from S.T.E.P.

Each afternoon, a nutritious snack is provided to the children. There is no additional charge for this. Children that will be here later are allowed to bring an additional snack from home if they would like. Children should have water bottles with them as well. Staff should not be going back and forth for a child to get water.

Should children desire a change of clothes for outdoor activities, parents/guardians should arrange for this since outdoor playtime is regularly scheduled throughout the year. We do not provide sunscreen for the children.

However, your child can carry and apply sunscreen. For the younger children you may send sunscreen in a baggie, along with a note giving us permission to apply it to your child.

In the case of illness or accident, the same procedures and policies of STS will apply, and parents/guardians are expected to arrange for the pick-up of a sick child.

PLAYGROUND RULES: While some of the below rules are preschool rules, they will apply to all students in S.T.E.P. for consistency throughout.

1. No running up or down the slides. Children should only slide down on their bottoms, feet first, one child at a time.
2. All children are not to climb down or jump off of the rock wall. Climb up only.
3. All children are not to climb on the outside bars of the playground equipment.
4. Only 3 children at a time on the platform by the monkey bars. Children must be able to get themselves up on the platform.
5. Preschool and Kindergarten students are not to use the monkey bars.
6. No one should be hanging from their arms or legs on the metal bars at any time.
7. Balance beam, preschool can sit or crawl along the beam. They can walk the beam only if they have a helper to hold their hand.
8. Preschool and Kindergarten students are to stay on the woodchips area of the playground, and the basketball courts unless they are with staff.
9. There is to be no playing or running with sticks of any kind.
10. Woodchips are to stay on the ground. They are not to be stacked up, thrown, or put on other children's head or body.
11. Gaga ball pit can be used by all children. There will be allotted times for just preschool and kindergarten to play and a time for older kids to play.
12. Only 3rd grade and up are allowed to go on the hill by the trees (behind the baseball field).
13. Added October 19, 2018, Children are not to tackle, pile up on top of, or pull others down by their necks.

TAX ID #

While you can obtain your S.T.E.P. payment information from your SMART TUITION account, the number is included here for you as well.

Provider Tax ID #: 36-2171140

A copy of the receipt form is also included in the packet you received.

The policies and statements in this handbook are subject to change without notice. The S.T.E.P. staff will make every effort to inform parents/guardians of any changes as quickly as possible.