

## 2018-2019 SCHOOL YEAR

Welcome to S.T.E.P. for the 2018-2019 School Year at St. Theresa. Attached are the forms you must complete for your child to attend S.T.E.P., as well as the S.T.E.P. handbook.

Below is a list of important things to do 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](mailto:cpfaller@sttheresaschool.com) or call/text (847)452-4693.

Thank you,

Christina Pfaller

### S.T.E.P. Quick Check List 2711209

- Fill out the Enrollment/ Consent form for your child(ren) completely.
- 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).
- Please fill out the S.T.E.P. Calendar form for the school year. This is a new form that is for the entire school year. There are no more monthly calendars. Please see the instructions on this new form!!
- 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.

### Dates to Remember:

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- Wednesday, August 22 is the first day of S.T.E.P. for all students PS - 8th.
- Thursday, June 6<sup>th</sup> is the last day of S.T.E.P for all students PS - 8th.
- **There is no after school S.T.E.P. on Friday, November 16<sup>th</sup>, Friday, December 21<sup>st</sup>, Friday, March 22<sup>nd</sup>, and Thursday, April 18<sup>th</sup>.**
- Tuesday, October 9<sup>th</sup>, Tuesday, January 22<sup>nd</sup>, Tuesday, February 19<sup>th</sup>, Thursday, May 2<sup>nd</sup>, and Friday, May 3<sup>rd</sup> are drive days. Thursday, May 30<sup>th</sup> –Thursday, June 6<sup>th</sup> are tentative drive days as well. Please let me know prior to those days if your child(ren) will need to come to S.T.E.P.

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

## ENROLLMENT/CONSENT FORM

2018-2019

Registration Fee per family, \$30 per year

Childs Name	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/Guardians 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: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Thank you,  
Christina Pfaller  
S.T.E.P. Director

## S.T.E.P Calendar for the 2018-2019 School Year

**Any changes to a schedule need to be sent no later than 11:30 a.m. the day of the change.**

Email: [cpfaller@sttheresaschool.com](mailto:cpfaller@sttheresaschool.com) or Text (847)452-4693

Family Name: \_\_\_\_\_ Child(ren)'s Name \_\_\_\_\_

Teacher/Room#: \_\_\_\_\_ Days per week (circle): 1 2 3 4 5

Days child(ren) will come to S.T.E.P. (please circle): Monday Tuesday Wednesday Thursday Friday

Please check below the times your child(ren) will be coming to S.T.E.P.:

Full Day P.M. (2P.M.-6P.M.): \_\_\_\_\_ Partial Day P.M. (2p.m.-4:30p.m.): \_\_\_\_\_ Full Day A.M/P.M.: \_\_\_\_\_ Partial Day A.M/P.M.: \_\_\_\_\_

A.M S.T.E.P.: \_\_\_\_\_

Payments: please indicate if you will be making monthly payments or paying for the entire year: Monthly: \_\_\_\_\_ Entire Year: \_\_\_\_\_

Please indicate below all activities (science, art, intramurals, 3d printing, robotics, chess, scouts, sports. etc.) your child will attend afterschool:

Afterschool Activities: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_

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**\*\* There is no P.M. S.T.E.P. on Friday 11/16, Friday 12/21, Friday 3/22, or Thursday 4/18\*\***

If your child will only be attending S.T.E.P. on an as needed basis, you will need to email me at [cpfaller@sttheresaschool.com](mailto:cpfaller@sttheresaschool.com) at the beginning of the week to let me know. You will also need to send in a note or email your child's teacher.

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Please only fill out this side. The back is for billing purposes only.

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**\*\*FOR OFFICE USE ONLY\*\***

**Monthly and Yearly Billing for 2018-2019 School Year**

Monthly Payments: \_\_\_\_\_

Paid Year in full: \_\_\_\_\_

<p align="center">August/September</p> Week 1 _____ Week 2 _____ Week 3 _____ Week 4 _____ Week 5 _____ Week 6 _____  Paid: _____	<p align="center">October</p> Week 1 _____ Week 2 _____ Week 3 _____ Week 4 _____ Week 5 _____  Paid: _____	<p align="center">November</p> Week 1 _____ Week 2 _____ (no P.M. S.T.E.P. Friday 11/16) Week 3 <u>(no school)</u> Week 4 _____  Paid: _____
<p align="center">December</p> Week 1 _____ Week 2 _____ Week 3 _____ (no P.M. S.T.E.P. Friday 12/21) Week 4 <u>(no school)</u>  Paid: _____	<p align="center">January</p> Week 1 <u>(no school)</u> Week 2 _____ Week 3 _____ Week 4 _____ Week 5 _____  Paid: _____	<p align="center">February</p> Week 1 _____ Week 2 _____ Week 3 _____ Week 4 _____  Paid: _____
<p align="center">March</p> Week 1 _____ Week 2 _____ Week 3 _____ (no P.M. S.T.E.P. Friday 3/22) Week 4 <u>(no school)</u>  Paid: _____	<p align="center">April</p> Week 1 _____ Week 2 _____ Week 3 _____ (no P.M. S.T.E.P. Thursday 4/18) Week 4 _____ Week 5 _____  Paid: _____	<p align="center">May/ June</p> Week 1 _____ Week 2 _____ Week 3 _____ Week 4 _____ Week 5 _____  Paid: _____

**St. Theresa Extended Program (S.T.E.P)**  
Rates & Schedules 2018-2019 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**

**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
<b>5 days/week: Annual Payment</b>	\$2854	\$1914	\$3496	\$2278
<b>Monthly Payments</b>	\$319/month	\$215/month	\$390/month	\$255/month
<b>4 days/week: Annual Payment</b>	\$2428	\$1628	\$2960	\$1924
<b>Monthly payments</b>	\$272/month	\$183/month	\$331/month	\$215/month
<b>3 days/ week: Annual Payments</b>	\$1821	\$1221	\$2220	\$1443
<b>Monthly Payments</b>	\$205/month	\$138/month	\$249/month	\$162/month
<b>*A.M. S.T.E.P. ONLY</b>				
<b>Yearly Rate</b>		\$696		
<b>Monthly Payments</b>		\$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, 2 or 3 days a week
- Preschoolers that come to school with their older siblings (at 7:20am) will not be charged for AM S.T.E.P. However, they still must be registered and pay *only* the registration fee 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 - 8<sup>th</sup> Grade**

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

**2018-2019 School Year**

S.T.E.P. Director: Christina Pfaller

Telephone: 847-452-4693

Email: [cpfaller@sttheresaschool.com](mailto: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 defines and clarifies 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 8<sup>th</sup> 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 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 2:30-3:30, for the 4<sup>th</sup> - 8<sup>th</sup> grades. 1<sup>st</sup> - 3<sup>rd</sup> 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**

Registration for S.T.E.P. takes place on Curriculum Night and on Meet the Teacher Day. 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.

## **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 2018 - 2019 School Year.

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

### Rates & Schedules 2018-2019 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**

**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
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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 use door 7 on the Benton Street side of the building when picking up or dropping off their child. In the mornings, come to door 7, ring the buzzer, and you will be let into the building. You can then walk your child to room 2, which is the S.T.E.P. room.

When picking up your child, 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 unaccompanied by a parent/guardian or S.T.E.P. staff member.

Please note: we will verify the identity of all individuals picking up a child by checking a valid State or federal ID. Once we can verify the identity of a parent/guardian on sight, we will not check for IDs.

## **ATTENDANCE**

After your child is enrolled in S.T.E.P., please inform your child's 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 11:30 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 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 11:30 a.m., as well as, contact the S.T.E.P. director either by text or email by 11:30 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 off and in backpacks 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.

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 according to school guidelines.

**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. Because of their height, Preschool and Kindergarten students are not to use the monkey bars.
6. No one is allowed to hang upside down on any of the equipment.
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, 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 3<sup>rd</sup> grade and up are allowed to go on the hill by the trees (behind the baseball field).

**SchoolRush**

All parents are expected to have SchoolRush downloaded and able to accept notifications on their personal cell phones. SchoolRush is the primary communication link between S.T.E.P. and parents and a critical communication system in the event of an emergency. If you have any issues with SchoolRush, please contact Mrs. Soby in the school office.

**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.**



**ST. THERESA SCHOOL**  
*Achieving Excellence in Faith, Academics and Service*

**St. Theresa School Extended Program (S.T.E.P.)**  
**Receipt for Child Care Services**

**Family Name:** \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_ for the amount of \$ \_\_\_\_\_  
Month Begin Date                      Month End Date

\_\_\_\_\_ to \_\_\_\_\_ for the amount of \$ \_\_\_\_\_  
Month Begin Date                      Month End Date

\_\_\_\_\_ to \_\_\_\_\_ for the amount of \$ \_\_\_\_\_  
Month Begin Date                      Month End Date

\_\_\_\_\_ to \_\_\_\_\_ for the amount of \$ \_\_\_\_\_  
Month Begin Date                      Month End Date

**Provider Tax ID: 36-2171140**

**Provider Signature:** \_\_\_\_\_



National Blue Ribbon School of Excellence 2006 and 2015

