

Who we are – the Extended Care Team

- Mary Zinda – lead teacher K3-K4 during the day, billing and scheduling
- Christa Voss – aide to K3-K4 during the day, lead teacher grades K5-2 after school
- Sue Oberling – lead teacher K3-K4 after school
- Patti Burbach – lead teacher grades 3-8 after school
- Melina Miller – aide to after school team
- Jill Fischer – director and supervisor

Contact Us

The Extended Care Team

18105 W. Capitol Dr.
Brookfield, WI 53045

Phone: 262-783-7565 ext. 276

Email: extendedcare@stdominic.net

Web: stdominic.net

St. Dominic Catholic School

Extended Care Program



ST. DOMINIC
CATHOLIC SCHOOL

MRS. JILL A. FISCHER

Principal



Mrs. Jill A. Fischer
18105 W. Capitol Dr.
Brookfield, WI 53045

Mission

St. Dominic Catholic School honors the family and takes pride in supporting parents as the primary teachers of the children. In that, we offer an extended care program to assist parents in caring for their children before, during and after the school day.

The extended care team is comprised of highly qualified teachers carrying certification in early childhood education all the way through eighth grade. The team works to provide a safe and loving environment where children are valued and cared for. Opportunities for study and play are provided in a supervised setting which functions as an extension of the St. Dominic Catholic School day. Therefore all rules and policies are in compliance with that of the school.

Schedules

Thursdays



Families submit a schedule to the extended care team via email or through the form available online at www.stdominic.net/school by noon the Thursday before the week of services. This helps the team determine staffing and supplies. When families use extended care without submitting time, it is considered “unscheduled”.

Vacations/Absences



If your child becomes ill during their time in extended care, parents will be notified as is standard protocol with the school. If you have kept your child home, please make sure to contact the extended care team in addition to the school office.

Changes



If a change needs to be made to your planned extended care schedule, please contact the extended care team as soon as possible. If your child will not be in extended care or will be arriving late due to other extracurriculars, please alert the team via note or email as to when they will join in. Families will be credited if there is a snow day or school cancellation.

Snack and Lunch

Extended care children eat their lunches in the Knights Café. Children may have hot or cold lunch. If having cold lunch, we ask that you send food that is easy for your child to eat. Milk is available from the school for a fee. If your child prefers a juice box, please send the juice box with your child's lunch. The extended care will also provide a mid-morning and after school snack.

Extended care is a peanut – free zone!

Scheduling and Billing

All extended care schedules and payments are due on the Thursday before the week of services to be received by 12:00 PM. In the case of shortened weeks, the schedule is due on the second last day of school in that week prior to care by 12:00 PM.

Scheduling and billing are done at the same time each week. The schedule and pre-payment holds your child's space in extended care each week. This allows flexibility to serve all families should the need arise. If the schedule is not received on time, the team will determine that no care is needed. Unscheduled space cannot be guaranteed. Families are asked to use the form available online through the website.

Any questions or concerns about scheduling or billing can be directed to the team at extendedcare@stdominic.net or 262-783-7565 ext. 276.

Our Services

Before School – 7:00-7:30 AM



Our doors open at 7:00 to greet children. We provide supervised play before the school day so that parents can meet their work schedule obligations. Children in K3 through K5 are sent to their classrooms at 7:30. Older children are either sent outside or to their classrooms depending on the month.

During School



We provide care for children in K3 and K4 at the time opposite of when they are in the classroom. Children are able to eat lunch together in the middle of the day. Both AM and PM children are offered a peanut free snack. Care is only provided on the day the child attends school.

After School – 2:45-5:45 PM



After school care exists for all registered children at the close of the school day. Students in grades 3-8 are offered a supervised silent study time in addition to structured play offered to the younger children.

Fees

Before School Care	\$3 for time between 7:00-7:30 AM
During School Care	Time less than 8 hours = \$6.50 per child Time greater than 8 hours= \$48.00 per child*
After School Care	\$6.50 per hour per child between 2:45-5:45
Late Pick Up	\$1 per minute after 5:45 to be billed in 15 minute increments.
Milk	\$.35 per child

*Fees based on scheduled time. Unscheduled time is calculated at \$6.50 per hour per child. Any portion of an hour is counted as ¼ hour.

We are here to serve! Please don't hesitate to contact us with questions or concerns.

262-783-7565 ext. 276

extendedcare@stdominic.net

Registration

Registration must be received by August 1 to be eligible for services for the 2017-2018 school year. We charge a non-refundable \$50 registration fee to cover the cost of maintaining our computer system. We understand that schedules change so we do permit late registrations if space is available. Registration forms are available online at www.st.dominic.net/school.

Policies

- All children enrolled at St. Dominic Catholic School are eligible for the services provided by the extended care program.
- As an extension of the school, all policies and expectations outlined in the Parent and Student Handbook will be upheld by the extended care team.
- The safety and security of our children is paramount. All parents are to use the buzzer to gain entry into the building. Parents should report to the school office during school hours to identify themselves. Parents and students are not to allow anyone into the building at any time regardless of whether or not they are familiar.
- The extended care team will not permit access to the building for parents or students to gather forgotten homework or supplies. Please do not ask them to open classroom doors.
- When picking up a child from extended care, please make face time with one of the extended care team members in addition to following check out procedures.
- Families will be charged for scheduled hours. If a child should miss school on a scheduled day or be at an extra-curricular activity during the time when they should be in extended care, there will still be a charge. Please contact the extended care team if your child is sick. Please make every effort to follow your submitted weekly schedule.
- Extended care provides a “quiet study time” for the children but is not responsible if homework is not completed. That is the responsibility of the student.