



WELCOME TO CREATIVE CORNER
(773)736-0252
creativecorner@stedwardschool.com

Creative Corner is the St. Edward extended after school program and is open to preschool through eighth grade students enrolled at St. Edward School.

Every family must complete and submit a Creative Corner registration form each year in order for your child/ren to attend the program.

Hours of Operation: 3:00-6:00pm on Full Days when school is in session.

Our daily schedule will include attendance, snack time, homework time, and recreation time (playroom, toys, games, puzzles, coloring, social activities, movies, etc.)

Students in kindergarten through fifth grades will be given adequate time to work on homework, reading, or projects.

Students in grades six through eight will be given from 4-6pm daily to work on homework, reading, papers, projects, research, etc. in a supervised independent study environment. Please encourage your child/ren to take advantage of this time!!

When junior high students finish their work, they may enjoy time on their chromebooks, play games, watch a movie, etc. These students will meet in the school library daily after attendance and snack.

Mandatory Yearly Registration fees:

- \$10.00 for one child
- \$20.00 per family

Standard Creative Corner rates are as follows:

- \$5.00/hour per child for family of 1 child
- \$4.00/hour per child for family of 2 children
- \$3.00/hour per child for family of 3 or more children

**There is a 14 minute grace period allowed for pick-up. If you pick your child/ren up before the 14 minute mark of the hour, you will not be charged for the next hour. (For example: Children picked up by 3:14 will not be charged. Children picked up by 4:14 will only be charged for 1 hour. Children picked up by 5:14 will be charged for 2 hours. Children picked up from 5:15 and beyond, will be charged for the full 3 hours.)

Additional Creative Corner fees are applied if necessary:

- \$25.00 late fee is applied after 30 days of non-payment
- \$1.00 every minute for each child left at Creative Corner after 6pm.
We love having your children with us, but many of us have our own children and activities to get to ourselves. So if you are late, we are late to our personal family obligations as well.
- \$25.00 per returned check for insufficient funds or closed account

I will check emails daily between 8-9am, 12-12:30pm, and 2-2:30pm for any changes to your child/ren's schedules. This will help eliminate any confusion during attendance. Please DO NOT NOTIFY the homeroom teachers or the office directly, as I cannot assure that they will be checked or answered during the school day.

I can be notified at: creativecorner@stedwardschool.com

Acceptable Student Behavior:

- All students attending are expected to treat themselves, each other, the supervisors, and the program materials with respect.
- We encourage the children to think about politeness - "Yes, please" or "No, thank you", "Pardon" or "Excuse me", even "I'm sorry" or "I accept your apology".
- Daily prayer will be said before snack time with the children.
- Children are expected to help clean up toys, games, coloring supplies, snack items, etc. when they are finished with them.
- Proper language and appropriate play are expected by all students.
- Junior High students are required to follow the same electronic policies as during the school day while in the library.

Parent/Guardian Responsibilities:

- Parents/Guardians/Authorized pick-up people must sign out with time leaving and signature in black or blue pen daily.
- Identification will be required and can be asked for at any time. We have several people working the program, and until we all get to know who you are, you may be asked to provide identification several times. This is not to be an inconvenience or annoying to you, but to ensure complete protection for your child/ren's safety.
- Children are not allowed to leave Creative Corner without written permission. If they have an afterschool activity which they will be attending, our supervisors will walk them to and from to ensure safety. Students should be responsible enough to know the days and times of their extra-curricular activities in order to inform us of when they need to leave and be picked up.

A few extras:

- Once students arrive at Creative Corner, they may not return to their classrooms for any reason. Once homeroom teachers leave the building, their doors are locked, and we are not able to get into classrooms. Even if a door may have been left open, students may not be in classrooms unsupervised, and supervisors cannot leave other children unattended to take another back to a classroom.
- You will be charged from the time your child arrives at Creative Corner until the time they are signed out. If they arrive to the program late or leave the program early because of an activity, you will be charged only from the time they arrive until the time they leave. If your child attends an activity which begins after they have been checked in and return before 6pm, they will be charged as if attending that full time. Children are walked to and from their activities to ensure their safety, and are still checked into the afterschool program.
- In case of illness, you will be notified immediately and be expected to pick up your child or have someone on your contact list pick up your child as soon as possible.

Please feel free to contact me with any further questions you may have. We thank you for entrusting your child/ren with us, and hope to have a wonderful, safe, and happy school year!!!

Ms. Tracy Mortimer
Creative Corner Director
creativecorner@stedwardschool.com