



WELCOME TO CREATIVE CORNER

creativecorner@stedwardschool.com

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

****CONTINUING THIS YEAR!!** To maintain health and safety standards:**

Before School Care will be capped at 25 students.

After School Care will be capped at 60 students.

In order for Creative Corner to operate at the safest possible measures, every family must complete and submit a Creative Corner registration form this year in order for your child/ren to attend both programs. **For the health and safety of students and staff using these programs, pre-registration will be required for both the before and after school programs. We will be using Sign-Up Genius for this process. Your child/ren MUST BE registered by 6pm the day before attending!!**

Before and After Care will be held in the school basement this year. Once students arrive, they may not return to their classroom buildings for any reason.

Pick-up will be at the rear School Door B. Please ring the buzzer and we will send your child/ren up to you.

Hours of Operation: Before care – 7:00-7:50am

After care – 3:00-6:00pm on full days and 2:00-6:00pm every Wednesday

Our daily after school schedule will include sanitizing and temperature check, attendance, snack time, homework time, and recreation time.

For the health and safety of students and staff, students showing illness symptoms will be temperature checked. Any child exhibiting signs of sickness or a fever over 100.4 will not be allowed to attend. Parents will be contacted and will make the decision if they or their Primary Emergency Contact will pick up the child/ren as soon as possible.

Students will be required to wear a mask while in attendance. Students may briefly remove their masks during snack time and lower their masks to take sips of water from his/her water bottle if needed.

A pre-packaged nut free snack will be provided for the students, but each student will be required to bring and use his/her own personal water bottle. Please DO NOT send your child with his/her own snack, as we do have students with various food allergies who attend.

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

Students in grades seven and 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!!

Mandatory Yearly After Care Registration fees:

- \$15.00 for one child
- \$25.00 per family

Standard Creative Corner rates are as follows:

- \$7.00/hour per child for family of 1 child
- \$6.00/hour per child for family of 2 children
- \$5.00/hour per child for family of 3 or more children
- Before school care - \$3.00 per child per day

Additional Creative Corner fees are applied if necessary:

- \$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.
- **If you have registered your child/ren to attend the Before or After Care Programs, and your child does not attend, you will be charged \$3.00 for Before Care or 1 hour for each child for After Care at your standard rate for reserving the spot.**

Sign-Up Genius will be checked daily for your child/ren's schedules. Please DO NOT NOTIFY the homeroom teachers or the office directly, as daily attendance WILL NOT be accepted that way!

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 keep their grade level tables neat and clean.
- Proper language and appropriate play are expected by all students.
- All students are required to follow the same electronic policies as during the school day.
- Cell phones should remain turned off and put away in his/her backpack while at before/after care.

Parent/Guardian Responsibilities:

- Parents MUST provide an ALTERNATE Primary Emergency Contact
- 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.
- Students may not sign themselves out, nor leave the program without an adult coming to get them.
- Please send an email to creativecorner@stedwardschool.com if your child will be picked up by anyone other than yourself or someone on your contact list.

A few extras:

- You will be charged from the time your child arrives at Creative Corner until the time they are signed out. All billing will be charged by the hour. There will be no incremental billing.
- Registration Fee and Weekly Billing for BOTH the Before and After School will be applied directly to your family's FACTS account. Please do not send your child/ren to school with cash or checks to pay for any Creative Corner fees.

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

Ms. Tracy Mortimer

Creative Corner Director

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