



## St Mel Catholic School Extension Program

4745 Pennsylvania Avenue  
Fair Oaks, California 95628  
916-967-3105  
e-mail: [kdeluca@stmelschool.org](mailto:kdeluca@stmelschool.org)

Dear Parents:

The Extension Program at St. Mel Catholic School has a clear mission, high expectations and positive social norms. Our goal everyday is to help your child be successful academically, socially, physically, spiritually and emotionally. We try to offer the students a variety of experiences and activities within a Catholic environment. Opportunities are available for homework, recreation, relaxation, and enrichment activities. A snack is served daily directly after school is dismissed at three o'clock. Our daily objective is to provide engaging activities and offer choice based on interest.

Partnership and professionalism are two key components. The Extension staff understands the importance and benefits of connecting and collaborating with the students, parents, classroom teachers and their aides. Structures and systems exist within the Extension program to provide continuous care assisting parents and students with their needs.

Extension works hard to provide a safe and healthy environment so students can feel safe both physically and emotionally as they participate in the Extension program. Physically, they feel safe on the playground and in the Extension rooms. Our gated school campus provides an extra barrier of safety for students and school personnel.

Extension provides a supportive emotional climate where students know a set of fair and consistent applied rules will be followed. Students are encouraged to ask for help if they find themselves in a situation with another student that they are unable to solve independently. We encourage being part of the solution, practicing goodness and kindness, and sharing God's love.

Over the last twenty years Extension has developed a strong shared leadership, effective organization policies and systems to create a fun, happy, productive and safe environment for students and peace of mind for parents! Mrs. Nagel and I continue to work in collaboration with each other to maintain a clear vision based on understood needs and interests of our students. The school provides for on-going training, development and evaluation of the Extension staff. **St. Mel Extension is self-sustaining and fees are its sole support.**

You are welcome to drop by for a visit. Please sign in at the school office for a visitor badge and come join us! If you have any questions, please feel free to call or e-mail Extension.

Sincerely,  
Kaye De Luca  
Extension Director



## St Mel Catholic School Transitional Kindergarten Extension Program

4745 Pennsylvania Avenue  
Fair Oaks, California 95628  
e-mail: [kdeluca@stmelschool.org](mailto:kdeluca@stmelschool.org)

The Extension Program at St. Mel School provides professional care, supervision, homework support, and recreation and enrichment activities for the children of busy families who desire both Catholic school education and supplementary day care in a Christian environment as an Extension of the school day. All policies of school, including the contents of this handbook, apply during the Extension Program which is only available to students enrolled at St. Mel School for an additional fee.

### **HOURS and DAYS**

The Extension Program is available before school from 7:00am to 7:45am and after school from 11:30 to 6:00pm. The Extension Program operates only on regular school days and is NOT available on holidays, specific minimum days including the day before Thanksgiving, Christmas and Easter breaks, Grandparents Day, Professional Development Days, vacations, or in the summer months (except during summer school).

### **MINIMUM DAYS**

The Extension Program is available on minimum days from 12:00pm to 6:00pm for children enrolled in the program and for drop-in students. Minimum days (10 days) are included in monthly rates. All children must bring lunches on minimum days as no lunch program is available.

**ANNUAL REGISTRATION FEE** – All families who utilize the Extension Program, including emergency drop-ins: \$50.00 per family

### **MONTHLY PAYMENT PLAN**

The monthly payment plan is designed for families who know they will be using the Extension Program on a regular basis. Rates are significantly lower than the drop-in rate and require a ten-month contractual commitment. Rates are calculated using 180 academic days, and payments are prorated over ten months, August through May. Credit is not offered for unused days, absences, or on days that the Extension Program is closed. Monthly and hourly fee plans, are handled through FACTS.

### **TRANSITIONAL KINDERGARTEN**

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| • Mornings only (7:00 - 8:00am)   | \$ 87.00 |
| • After school only (11:30 – 3:00pm)  | \$262.00 |
| • After school only (11:30 – 6:00pm)  | \$365.00 |
| • Before and After school (7:00 – 7:45am and 11:30 – 6:00pm)                    | \$391.00 |
| • 3 Mornings per week (7:00 – 8:00am)   | \$ 74.00 |
| • 3 Afternoons per week (11:30 – 3:00pm)  | \$194.00 |
| • 3 Afternoons per week (11:30 – 6:00pm)  | \$262.00 |
| • 3 days before and after school per week<br>(7:00 – 7:45am and 11:30 – 6:00pm) | \$286.00 |

### **HOURLY DROP-IN RATE - \$8.00 per hour**

Students who are not on a monthly Extension Program contract will be charged the drop-in rate, billed in ¼ hour increments, on a monthly basis. Drop-in Extension Program fees will be invoiced and deducted from your FACTS account. A \$50 per family registration fee will be added to your FACTS account with the first hourly drop-in use.

**Non-payment of Extension Program fees will result in removal from the Extension Program.**



## St Mel Catholic School Kindergarten – 8<sup>th</sup> Grade Extension Program

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e-mail: [kdeluca@stmelschool.org](mailto:kdeluca@stmelschool.org)

The Extension Program at St. Mel School provides professional care, supervision, homework support, and recreation and enrichment activities for the children of busy families who desire both Catholic school education and supplementary day care in a Christian environment as an Extension of the school day. All policies of school, including the contents of this handbook, apply during the Extension Program which is only available to students enrolled at St. Mel School for an additional fee.

### HOURS and DAYS

The Extension Program is available before school from 7:00am to 7:45am and after school from 11:30 to 6:00pm. The Extension Program operates only on regular school days and is NOT available on holidays, specific minimum days including the day before Thanksgiving, Christmas and Easter breaks, Grandparents Day, Professional Development Days, vacations, or in the summer months (except during summer school).

### MINIMUM DAYS

The Extension Program is available on minimum days from 12:00pm to 6:00pm for children enrolled in the program and for drop-in students. Minimum days (10 days) are included in monthly rates. All children must bring lunches on minimum days as no lunch program is available.

**ANNUAL REGISTRATION FEE** – All families who utilize the Extension Program, including emergency drop-ins: \$50.00 per family

### MONTHLY PAYMENT PLAN

The monthly payment plan is designed for families who know they will be using the Extension Program on a regular basis. Rates are significantly lower than the drop-in rate and require a ten-month contractual commitment. Rates are calculated using 180 academic days, and payments are prorated over ten months, August through May. Credit is not offered for unused days, absences, or on days that the Extension Program is closed. Monthly and hourly fee plans, are handled through FACTS.

### KINDERGARTEN – 8<sup>th</sup> GRADE

• Mornings only (7:00 – 7:45pm)	\$ 84.00
• After school only (3:00 – 4:00pm)	\$113.00
• After school only (3:00 – 5:00pm)	\$204.00
• After school only (3:00 – 6:00pm)	\$250.00
• Before & After school (7:00 – 7:45am and 3:00 –6:00pm)	\$273.00
• 3 Mornings per week (7:00 – 7:45am)	\$ 71.00
• 3 Afternoons per week (3:00 – 4:00pm)	\$ 93.00
• 3 Afternoons per week (3:00 – 5:00pm)	\$153.00
• 3 Afternoons per week (3:00 – 6:00pm)	\$188.00
• 3 days before and after school per week (7:00 – 7:45am and 3:00 – 6:00pm)	\$216.00

### HOURLY DROP-IN RATE - \$8.00 per hour

Students who are not on a monthly Extension Program contract will be charged the drop-in rate, billed in ¼ hour increments, on a monthly basis. Drop-in Extension Program fees will be invoiced and deducted from your FACTS account. A \$50 per family registration fee will be added to your FACTS account with the first hourly drop-in use. **Non-payment of Extension Program fees will result in removal from the Extension Program.**