

**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 sixteen 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

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Attached is the Registration/Financial Contract Agreement. The Extension program continues to offer several payment plans in an effort to accommodate the various scheduling needs of students in grades TK through Eighth. **St. Mel Extension is self-sustaining and fees are its sole support.** All billing/invoices will be sent via e-mail to streamline related costs. Plus, it helps us in our “going green” efforts.

The **2016-17** school year will be our seventeenth year of service to the families of St. Mel Catholic School. We continue our commitment to meet the needs of busy families by providing a safe, healthy and positive atmosphere which compliments your child’s needs before and/or after the regular school day in a consistent faith filled environment. Our ultimate goal is that each child will relax, thrive and develop a sense of responsibility for self and concern for others.

The Extension Program shadows the school’s policies, procedures and calendar. We are open on the days the school is holding classes, including 20 minimum days, such as first and second Fridays of the month and parent-teacher conference days. We are closed on school holidays, Thanksgiving, Christmas and Easter vacations and Faculty Inservice Days (on the days classes are not held). **The only two minimum days Extension closes at NOON is the last day of school before Christmas/New Year’s break and on Holy Thursday before Easter vacation.** The Extension program opens at 7:00 a.m. and closes at 6:00 p.m. The only day we close early is on Halloween at 5:00 p.m.

Students have the ability to attend on-campus activities such as choir, yearbook, student council meetings, drama, scout meetings, academic competition practices, athletic events and practices and come to Extension before and/or after the activity. This provides continuity and safety in the student’s day and peace of mind for parents!

On behalf of the Extension program, I would especially like to thank the many families who have donated toys, craft items, books, snacks and the individuals who helped in sprucing up the Extension classrooms. We are truly blessed to have so many wonderful families come through our doors each day. It has been our pleasure assisting you and your child.

If you have any questions regarding extension, fees, schedule, activities, you are invited to drop by for a visit, call or e-mail at [kdeluca@stmelschool.org](mailto:kdeluca@stmelschool.org).

**2016-17 Financial Contract Agreement**  
**St. Mel School Extension Program**  
**4745 Pennsylvania Avenue**  
**Fair Oaks, California 95628**

**Please read and initial the following:**

**(St. Mel Extension is self-sustaining and fees are its sole support.)**

- \_\_\_\_\_ We understand that billing/invoices will be sent via e-mail.
- \_\_\_\_\_ We agree to pay a yearly non-refundable registration fee of **\$50.00** per family.
- \_\_\_\_\_ We agree to pay a monthly fee of \$\_\_\_\_\_ to the St. Mel School Extension Program, designated Punchcard fee of \$220.00 or applicable drop in hourly fee of \$10.00.
- \_\_\_\_\_ We understand that monthly fees are payable in 10 monthly installments, beginning August 1<sup>st</sup> through May 1<sup>st</sup>.
- \_\_\_\_\_ We understand the monthly fees for Thanksgiving, Christmas, Winter and Easter vacations are balanced by the 20 minimum days, and are not reduced for those months. In addition, there is no reduction for personal vacation time and illness.
- \_\_\_\_\_ We agree to give the Extension Director a 30 day advance written notice prior to withdrawal from the Extension Program.
- \_\_\_\_\_ We understand that if my child/children willfully break or destroy St. Mel School property or the personal property of other children in the program or school, I will be responsible for replacement.
- \_\_\_\_\_ We agree to **pay \$2.00 per minute-per child after 6:00 p.m.** if I am late in picking up my child.
- \_\_\_\_\_ We understand there is a **\$10.00 late charge** for fees paid after the 10<sup>th</sup> of the month.
- \_\_\_\_\_ We understand there is a **\$15.00 charge** for any check returned from the bank.
- \_\_\_\_\_ We understand if fees are not paid on a regular and timely basis and the account becomes delinquent, my child(ren) will not be allowed to attend the Extension Program.
- \_\_\_\_\_ We understand that individuals with delinquent accounts will not be allowed to re-register their children for Extension the following school year.
- \_\_\_\_\_ We understand that **NO CHILD** will be released to anyone other than those listed on the FINANCIAL CONTRACT AGREEMENT. Any changes to this list must be in writing.
- \_\_\_\_\_ We understand that children using the Extension Program in conjunction with a school team sport, choir, band, drama and scouts, **MUST BE RELEASED** to a coach by an Extension staff member.
- \_\_\_\_\_ We understand that sick children must be picked up immediately in order to prevent the infection of other students.
- \_\_\_\_\_ We have read the Extension Parent/Student Handbook available on the school's website at [www.stmelschool.org](http://www.stmelschool.org) or in the school office.

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<b>Last</b>	<b>First</b>	<b>Grade</b>
Student: _____	_____	_____

Student: _____	_____	_____
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Student: _____	_____	_____
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Father: _____	_____	
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Work Phone: _____	Cell: _____
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e-mail: \_\_\_\_\_

Mother: _____	_____	
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Work Phone: _____	Cell: _____
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e-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

(If different, please list both addresses & home phone numbers.)

**Person(s) authorized to pick up your child(ren) from St. Mel Extension Program:**

1. _____	4. _____
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2. _____	5. _____
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3. _____	6. _____
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For safety purposes, please keep emergency information updated. The Extension Program will refer to the St. Mel School **EMERGENCY INFORMATION REQUEST** on file in the Emergency Binder in the school office for additional information.

**2016-17 Financial Contract Agreement  
St. Mel School Extension Program  
for TK**

The St. Mel Extension Program is self-sustaining and fees are its sole support. Monthly fees are payable in 10 monthly installments, beginning August 1st through May 1st. Please indicate and initial the schedule to be used.

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**MONTHLY PAYMENT PLAN FOR TK**

___ Before & After <b>TK</b> ( From 7-8 a.m. & 11:25 until 6 p.m.)	\$365.00
___ After <b>TK</b> (11:25 a.m. until 6:00 p.m.)	\$340.00
___ After <b>TK</b> (11:25 a.m. until 3:00 p.m.)	\$245.00
___ Before <b>TK only</b> (from 7:00 – 8:00 a.m.)	\$ 85.00

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**MONTHLY PART TIME OPTION FOR TK**

___ 3 Mornings & Afternoons weekly (7-8:00 am/until 6:00p.m)	\$265.00
___ 3 days weekly after <b>TK weekly</b> (until 6:00 p.m.)	\$245.00
___ 3 days weekly after <b>TK weekly</b> (until 3:00 p.m.)	\$180.00
___ 3 Mornings before <b>TK</b> (from 7:00 – 8:00 a.m.)	\$ 70.00

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**PUNCH CARD OPTION**

___ 30 Hours (Pre-paid)	\$220.00
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**DROP-IN OPTION**

___ Hourly	\$ 10.00
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<b>ANNUAL REGISTRATION FEE</b> (Per family)	\$ 50.00
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I have read and understand all the terms in this agreement.

\_\_\_\_\_  
**Parent Signature** Date: \_\_\_\_\_

**2016-17 Financial Contract Agreement**  
**St. Mel School Extension Program**  
**for Grades Kindergarten – 8<sup>th</sup>**

Please note: The St. Mel Extension Program is self-sustaining and fees are its sole support. Monthly fees are payable in 10 monthly installments, beginning August 1st through May 1st. Please indicate and initial the schedule to be used:

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**MONTHLY PAYMENT PLAN – fees include 20 Minimum Days**

___ Mornings only (7:00 – 7:45 a.m.)	\$ 82.00
___ After school only (3:00 – 4:00 p.m.)	\$106.00
___ After school only (3:00 – 5:00 p.m.)	\$187.00
___ After school only (3:00 – 6:00 p.m.)	\$235.00
___ Before & After school (7:00 – 7:45 a.m. & 3:00 –6:00 p.m.)	\$255.00

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**Part-time Option - MONTHLY PAYMENT PLAN- fees include 20 Minimum Days**

___ 3 Mornings only per week (7:00 – 7:45 a.m.)	\$ 67.00
___ 3 Afternoons per week (3:00 – 4:00 p.m.)	\$ 87.00
___ 3 Afternoons per week (3:00 – 5:00 p.m.)	\$140.00
___ 3 Afternoons per week (3:00 – 6:00 p.m.)	\$175.00
___ 3 days before and after school per week (7:00 – 7:45 a.m. & 3:00 – 6:00 p.m.)	\$202.00

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**PUNCH CARD OPTION**

___ 30 Hours (Pre-paid)	\$220.00
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**DROP-IN OPTION**

___ Hourly	\$ 10.00
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<b>ANNUAL REGISTRATION FEE</b> (Per family)	\$ 50.00
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I have read and understand all the terms in this agreement.

\_\_\_\_\_  
**Parent Signature** **Date:** \_\_\_\_\_