

Morning & Extended Care

General Information

- Morning Care is available every school day from 7:00 AM - 7:15 AM
- Extended Care is available every school day from 2:45 PM - 6:00 PM
- On days when school dismisses at noon and Extended Care is available, students are to bring a sack lunch from home.
- There will NOT be Extended Care available: the first day of school, last day before Christmas, Good Friday and the last day of school.
- We will provide a snack per day for each student. If they do not prefer to eat the snack provided, they may bring one from home.
- All students will have the opportunity to work on homework and/or study during Extended Care. The staff will always be available to assist or answer any questions, however they will NOT be responsible for ensuring that every student gets their work done. That is the responsibility of the student. If a student is having problems with getting homework done, please notify a staff member and we will assist in any way possible.
- If you need to get in contact with Extended Care staff when the school office is closed, please call their direct line 317- 351-1705. Leave a message if no one answers. They might be out having fun on the playground.

Associated Fees

- Morning Care Rate: No Cost
- Extended Care Rate: \$4.00 PER HOUR FOR ONE STUDENT AND \$3.00 PER HOUR EACH ADDITIONAL STUDENT There will be a fee of \$1.00 per minute, per student, charged for students picked up after 6:00 PM
- Fees for Extended Care are due by Thursday each week. Payments can be made via cash, check or online at: <https://www.osvhub.com/holy-spirit-catholic-church/funds> Create an account or log into your existing account to select After School Care.
- Bills left unpaid at the end of each month will incur a 10% late fee per week until paid in full.
- If no sign-out time or signature is recorded on the sign-out sheet, the students will be charged for 3 full hours.

Sign-Out Process

Once a student is checked into Extended Care, they will not be able to leave or be picked up until the parent/guardian arrives and personally signs out that student. If the child is going to an after-school activity such as sports, scouts or tutoring you must send in a note to the office stating what the child will need to attend AND the adult or coach that is supervising the activity must come to an Extended Care staff member and sign out the student(s). No student will be allowed to leave with anyone that is not listed on the students' Emergency Card. Please be prepared to provide a picture ID.