



"It is not enough just to wish well; we must also do well."

~ *St. Ambrose*

July 12, 2021

Dear St. Ambrose Families,

I hope you are well and having a great time with your family during this beautiful summer. I am excited to announce that our Extended Day program will reopen this fall and be available to all students from kindergarten to eighth grade.

The new director of the Extended Day Program is Monica Mahne. Mrs. Mahne has been the Extended Day Director at St. Leo the Great School for the past three years, and, before, Mrs. Mahne spent five years as an elementary school teacher. Then, she decided to take time away from the classroom to raise her children. Mrs. Mahne is excited to be part of the St. Ambrose community and to spend time with your children after school.

Elisa Montañó will be the new assistant director of the Extended Day Program. Ms. Montañó has worked as a childcare and senior care provider for the past years. She is also very excited to join our school family and is looking forward to getting to know our students and their families.

Because the program was closed last year, I would like to take this opportunity to remind everyone of the most valuable details of the program.

Licensed Child Day Center:

Our Extended Day Program holds a license as a Child Day Center through the State of Virginia. As a result, Extended Day must abide by all of the rules that any daycare center follows and use registration forms provided to us by the state. All employees will be fingerprinted, have completed a background check, be CPR certified, and have completed 16 hours of professional development annually.

All Students are enrolled:

Our Extended Day Program will require that all families complete the registration forms for the program, even if you do not plan to use it. This ensures that your child can be cared for in the gym if you are late to carpool or something unexpected comes up. You will NOT be charged for the program unless you use it! The registration forms will be included in the back-to-school forms that will be sent home in August.

Drop in Program:

Because we are a small community, we are able to allow any student who wants to use the program to join us on any day. There is no advance notice or long term commitment required. If a meeting comes up on a Monday night and you need care for your child after school on Tuesday, simply tell them to go to Extended Day after school, and we'll take care of them until you arrive!

Hours of Operation:

7 am-8 am Monday through Friday

3:10 pm-6 pm Monday through Friday

*We are closed on days that students are not in session

*We are open on all half days and early release days except for field day, 8th-grade graduation, and the last day of school

*We will have Extended Day on days when there is a snow delay. It will always start 1 hour before school

Fees:

\$8 per hour for the first child

\$6 per hour for every additional child

\$65 annual registration fee- assessed one time annually, automatically charged the first time you use the program (there is no need to pay this fee ahead of time)

*Late pickups result in a late fee being assessed to your account, \$10 for every 5 minutes late

Billing:

You will receive a bill for Extended Day on the 1st day of each month. Fees will be added to your FACTS account, and you will be paid in accordance with your FACTS agreement. If you have any questions about your bill, don't hesitate to get in touch with Lindsey Whetzel (lwhetzel@stambroseschool.org).

Daily Schedule:

3:10-3:30 Homework time while carpool is going on

3:30-4:00 Playtime

4:00-4:15 Snack (provided by St. Ambrose)

4:15-6:00 Playtime

*students will have access to tables to do homework during Playtime if they choose not to play

*playtime will take place indoors as well as outdoors depending on weather and interest

Expectations of Student Behavior:

The Extended Day program is an extension of St. Ambrose School, and therefore all the policies found in the school handbook apply to students while in Extended Day.

Covid Protocols:

We are awaiting guidance from the Governor that is expected at the end of July, but at this time, we expect that students will be in masks, 3ft apart, and allowed to mix with students in other grade levels.

St. Ambrose School is excited to provide this service to you this year and look forward to hearing the sounds of joy-filled play coming from the gymnasium after school again!

If you have any questions, do not hesitate to contact me at any time.

Yours in Christ,

Maria Teresa Tejada

Maria Teresa Tejada
Principal