



# Beyond the Classroom (BTC)

## St. Mary's Episcopal School 2013-2014

St. Mary's School offers special morning and afternoon childcare in an effort to provide children with a safe, secure, "home away from home" atmosphere.

### Program Description

**Times/Classes:** AM-BTC offers an early morning session from 7:15-8:15 a.m.. Extended Hour is for students whose classes end at 2:15 p.m., and PM-BTC from 3:15 to 6:00 p.m. **NEW THIS YEAR:** ALL PARENTS ARE ASKED TO ENROLL THEIR CHILDREN IN BTC EVEN IF THERE ARE NO PLANS TO PARTICIPATE IN THE PROGRAM. This is in the event of an emergency or other reason that might require before and/or after school care for your child. **There is NO enrollment fee for BTC.**

AM-BTC drop off is in back at the playground; PM-BTC meets in Taylor Hall/Playground area. Pickup is in back at the playground area or entering through Taylor Hall. Inclement weather drop off will be through the front entrance.

**Drop-In Care:** Available on a day-to-day basis. Space is limited, advance reservations are required. **Canceled reservations are charged the drop-in fee and no credits will be applied to accounts for unused reserved child care time.**

Schedule BTC drop-In by calling 657-4414. Please notify Miss Oakes in the front office if drop-in care has been arranged. She will then notify the teacher.

#### **Drop-in fees:**

7:15—8:30 AM.....\$ 8.00  
 2:15—3:15 PM.....\$ 8.00  
 3:15—6:00 PM.....\$ 20.00

### Fees and Payments

Tuition fees may be paid on a monthly or yearly basis.

**Policies:** All students enrolled in the BTC program are expected to abide by the same policies and procedures applicable to St. Mary's. These policies and procedures are outlined in the Parent/Student Handbook.

**Staff:** The BTC Program is overseen by the Director and staffed by qualified, caring individuals who St. Mary's staff members.

### **Fees and Payments, Continued:**

**"School Closed" days:** BTC is offered at no additional charge IF the child regularly attends on the day of the "school closed". For all other children, the daily rate is \$60. Reservations are required for ALL students for these special days.

### **Monthly Rates**

# Days week	7:15 a.m. AM BTC	2:15 p.m. Extnd Hour	3:15 p.m. PM BTC
1 Day	\$26	\$26	\$50
2 Days	\$42	\$42	\$80
3 Days	\$56	\$56	\$108
4 Days	\$71	\$71	\$140
5 Days	\$85	\$85	\$171

### **SAVE ON BTC TUITION** **BY PAYING FOR THE FULL YEAR**

**\$2,189** paid in full by August 19th will give your student access to morning and afternoon BTC, 5 days a week while school is in session. If paying month-to-month, this option is a total of \$2,304.

**\$2,916** paid in full by August 19th will give your student access to morning and afternoon BTC plus extended hour (2:15) 5 days a week while school is in session. If paying month-to-month, this option is a total of \$3,069.

**Please Note: \$10.00 per minute late fee is assessed when a child is picked up after the end of class.**

Any family whose account is delinquent at the end of the month may not use BTC during the following month until the account is brought current.

**BTC ENROLLMENT FORM**  
**(Please complete one form per child)**  
**2013 - 2014**

Indicate the option(s) and day in which you wish to enroll.

Days: M-T-W-TR-F (Circle days you wish to enroll.)

_____ AM-BTC	7:15—8:30 AM	_____
_____ Extended Hour	2:15—3:15 PM	_____
_____ PM-BTC	3:15—6:00 PM	_____

\_\_\_\_ I wish to pay a full year of BTC to include AM and PM at the annual, reduced rate.

\_\_\_\_ I wish to pay a full year of BTC to include, AM, PM and Extended Hour at the annual, reduced rate.

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Mother/Father or Guardian's Name: \_\_\_\_\_

**A copy of your Parent/Student Information Sheet will be kept by the  
BTC Director for emergency purposes.**

**CONTINUOUS SUPERVISION AND RELEASE OF CHILD:** I hereby authorize the release of my child to be cared for by the BTC Program and its staff.

Name	Relationship to Child	Date
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**Donna Mackiewicz, BTC Director**  
**SMES Office: 405.341.9541**  
**BTC Cell Ph: 405.657.4414**  
**Email: [btc@smesedmond.org](mailto:btc@smesedmond.org)**  
**[www.smesedmond.org](http://www.smesedmond.org)**