

## **EXTENDED CARE PROGRAM 2009 - 2010**

The mission and goal of the Extended Care Program is to provide quality supervision in an environment suitable to child development. This program is available to any child enrolled in grades Pre-K thru 8<sup>th</sup> grade at Sacred Heart Cathedral School.

The program is offered at Sacred Heart Cathedral School during the school year from dismissal at 2:40pm until 5:30pm. Our program provides the students with the opportunity to meet after school in a restricted environment for play and study. The program will be under the direction of Mrs. Terry Sadler.

### **ENROLLMENT**

Parents must complete the Extended Care Program Enrollment Form and a Permission For Emergency Treatment Form. Children will not be admitted until these two forms have been completed and returned to the school office.

### **ACTIVITIES**

Immediately after dismissal students will be brought to the classroom by their teacher where a snack will be served. After snack, students may work on homework or play outside.

During homework time students are expected to quietly study, read or work on academic activities. Although individualized attention and assistance are available from program personnel this is not to be construed as formal tutoring. Personnel do not take responsibility for a students completion of all assignments.

Students not doing homework will be given an opportunity to play inside or outside, as weather permits. Supervised activities include the use of sports equipment, playground equipment, video programs, educational television programs, computer usage, arts and crafts, etc.

### **RATES - PER DAY AND REGISTRATION FEE**

\$7.00 for one child; \$6.00 for the second child; \$5.00 for each additional child

After 5:30pm, a \$1 per minute fee will be charged until your child is picked up.

In 2009-2010 we plan to implement a \$20 Registration Fee for those families who use the Extended Care Program. This will be billed the first time you use Extended Care.

### **BILLING PROCEDURE**

Students are signed into Extended Care immediately after dismissal. Parents are required to sign students out when picking-up their children. Parents are billed at the end of each month and payment should be made on or before the 10<sup>th</sup> of the month. A \$15 Late Fee will be charged after the 10<sup>th</sup> of the month.

### **NOON DISMISSAL DAYS**

On days when school is dismissed at Noon, an additional fee will be charged from 12:00 till 2:40pm -- \$3.00 per first child, \$2.00 per second child, and \$1.00 per each additional child.

**COLLECTION OF FEES**

The Extended Care Program sends home bills at the first of the month. Payment is due upon receipt of the bill—a late fee will be charged after the 15<sup>th</sup> of the month.

**PICK-UP / SIGN OUT**

Students must be picked up and signed out from the Pre-K classroom. Students will be released by an Extended Care Assistant to those persons indicated on the enrollment form as having permission to pick up the child. If the person is not on the record card, a note or phone call by the parent to the school will be acceptable. Persons picking up students will have to show proof of identification (drivers license).

**DAILY SIGN-IN**

Students who are not picked up within 15 minutes of dismissal will be enrolled in Extended Care and will be charged according to the fee schedule. You are responsible for payment for any days your child is enrolled. The only students who will be admitted to Extended Care later are those who have attended a school-sponsored program after school hours.

**SICKNESS POLICY**

A parent or guardian will be called to pick up a child who is sick or injured.

**DISCIPLINARY ACTION**

The school's philosophy is fundamental to this program and is stated in the school handbook. A verbal warning is issued for inappropriate behavior. A second warning is issued if the behavior continues, followed by a "time-out" for counseling the student and discussing the consequences. Parents are notified on the third offense and, if serious enough, the Extended Care Director will consult the principal for proper action. Children who experience repeated discipline problems will not be allowed to participate in the Extended Care Program.

**RULES**

The students will be given the following list of rules to adhere to. Failure to comply with these rules could result in a phone call to the parent/guardian and then removal from the program.

1. Students may not leave the playground. They must stay within the fenced area.
3. Students must have the permission of the staff person to re-enter the school once they are outside. The staff needs to know where the children are at all times.
4. The Extended Care Program is not responsible for students who do not report after school.
- 5.6. The students will be expected to respect the staff and each other as well as the material and environment provided. Students who hit, push, call names, etc., will be given time out. Time out may include sitting, writing or cleaning up. The discipline will depend upon the student's age and behavior.
7. If the behavior is repeated the student must write a paper about the offense, have it signed by the parents and returned to the Extended Care staff. If unacceptable behavior continues the child will be dismissed from the program.

