



Extended Day Program (AM and PM)

OVERVIEW

We welcome you and your children to our Extended Day Program. The goal of our program is to offer our school families a Catholic environment that provides a consistent, safe, productive, and well-supervised setting for their children before and after regular school hours.

ELIGIBILITY

St. Patricia School Extended Day Program is for regularly enrolled students. Enrollment includes grades Pre-Kindergarten through 8th.

PROGRAM SCHEDULE

The program will begin on the first day of school and end one week prior to the last day of school. The program will operate on:

- Full days from 6:30 – 7:45 A.M. 3:00 until 6:00 P.M.
- Shortened days (1:30 p.m. dismissal) – 6:30 – 7:45 A.M. 1:30 until 6:00 P.M.
- Half-days from 6:30 – 7:45 A.M. 11:30 until 6:00 P.M.
- We will open at 6:00 A.M. upon request
- Closing time is subject to adjustment
- The program is closed on all school holidays and vacations.
- The program will end one week prior to the last day of school.

LOCATION

Extended Day Program will use the Chapel Room located adjacent to the School Hall. This room is accessible from the driveway located just north of the Parish Center.

PROGRAM DESCRIPTION

Students will have opportunities to do homework, play games, watch videos, and play outside when the weather permits.

FEES

The Extended Day Program is entirely funded by student fees. The school or the parish does not subsidize this program.

Hourly program fees: Fees are broken down into half hours.

- 1 child \$6.00 per hour
- 2 children \$8.00 per hour
- 3 children \$10.00 per hour
- No family will pay more than \$8.00 per hour.
- There is a late charge for pick-up after 6:00 P.M.

Families will receive a weekly invoice. Payment should be made using the Extended Day Envelope. Payments can be made to the office or to the Program Director. Payments must be kept current. If a parent/guardian fails to meet the program fee payment and does not make adequate arrangements with the director, the child/children will not be allowed to continue in the program. All fees must be paid in full before they are allowed to receive their final report card.

REGISTRATION

A \$75, per child, annual registration fee is due on Organization Day. This fee covers snacks such as juice, milk, finger foods and supplies. Students cannot participate in the Extended Day Program until the registration fee has been paid. If your child **only** participates in the A.M. Care Program a \$25.00 fee, per family, is required. Those registered for P.M. extended care are eligible to attend A.M. care at no additional registration fee.

In emergency situations when a child is sent to Extended Day a registration fee will not be required. If the program is used more than 5 times in a school year the \$75 registration fee is required.

There is a \$25 dollar charge for any NSF check.

Registration forms need to be completed in advance of using the program. Registration takes place at Organization Day in August. In addition, forms are available in the Office.

When forms are completed, including important information about whom the child can be released to, parents will be notified that they are able to use the program.

No child will be released to a person not listed on the form. If there is confusion about pick-up we will call the parent and check with him/her about the adult seeking to pick-up the child.

EMERGENCIES

In cases of injury or illness, we will make calls based on the instructions on your Registration form.

If an injury is considered serious the paramedics and or police will be called.

STUDENT PICK-UP

Students are to be picked-up at the Chapel Room door located down the road just north of the Parish Center.

To assist in providing a safe program for your child all parents/guardians or assigned adults must sign out the student each day. For billing purposes, the time the student leaves should be noted on the Supervisor's sign-out sheet. If no time is written, you will be charged until 6:00pm.

If someone other than a parent/guardian is to pick-up a student their names must be recorded on the Registration Form and they may be asked to provide some form of identification before the child(ren) are released to them.

In an emergency, if anyone else is picking up your child, please notify the school by phone or written note. This should be given to the child's teacher in the morning in an envelope addressed to the Extended Day Program.

If students are to be released to another school related activity, Scouts, school play, sports practice, or to work with a teacher, a written note must be presented to the Extended Day Supervisor. The student must also inform the supervisor which teacher they will be assisting.

HALF-DAYS

Since this is a long day for students to be in the Extended Day Program, they are asked to bring a nut-free lunch. Snacks and juice will be provided at normal dismissal time.

EXPECTATIONS

Students

While students are attending St. Patricia's Extended Care Program, they are asked to comply with the already existing rules of their school, as well as the Extended Care rules. In order to maintain a safe environment, we ask that you please review school rules and the following with your child(ren).

- Are expected to bring their homework materials to the Extended Day room each day. Homework has to be completed before participating in playing games, watching videos, and going outside.
- Children are not allowed to leave the program area once they have checked in, unless there is a signed parent note explaining the reason.
- In order to attend the program the student must have been in school that day.
- Since the Extended Day Program is an extension of the school day, students are expected to demonstrate respectful and courteous behavior as they would during regular school hours. Any single serious behavior problem or on-going patterns of behavior will be discussed with the parents/guardians. On-going serious behavior issues could lead to removal from the Extended Day program.
- If a child brings a toy from home, they are responsible for their item. Pictures or videos are not to be taken. Please clearly mark any toys, games, etc. with your child's name.
- Personal electronics i.e.; cell phones, tablets, games, watches that can access the internet are not allowed.

One snack will be provided when the children arrive in Extended Care. Parents can provide extra snacks if their child will be in Extended Care for several hours. If your child brings their own snack, please **do not send products with peanuts.**

Extended Care Staff

St. Patricia's Extended Care staff will be respected by the students. Immediate consequences will be meted out for any infractions involving physical or verbal harm by a student to an Extended Care staff member, including vulgar/offensive language and disrespect/disobedience towards a staff member.

Gum

St. Patricia Extended Care is gum free. Students and staff are not allowed to chew gum in Extended Care.

Pre-Kindergarten & Kindergarten Extra Clothing

Please send a complete set of clothing in case of accidents. Label all items and place in a zip lock plastic bag with the name of the child clearly written on the outside.

Accidents/Illness/Emergency

When a child becomes ill or is injured during the Extended Care Program, the parents/guardian will be contacted immediately. If the parents cannot be reached our staff will adhere to the emergency information on your child's registration form. Please notify us immediately if changes occur in address, phone numbers, or emergency contacts for your family.

Parents:

- Parents must have successfully completed the registration form(s) prior to having their child participate in the program.
- If a child is not signed out, the parent/guardian will be charged for services until 6:00 p.m.
- Phone calls regarding the Extended Day Program or special arrangements for picking up students may be made to the school office (598-8200) from 7:30 until 3:00. After 3:00 calls need to be made to the Extended Day Room (598-0821) or Parish Center (598-5291).

St. Patricia reserves the right to amend this program as needs arise. Parents/Guardians will be notified of any changes in a timely manner.