

WELCOME
to
St. Joseph
Extended Care



2011 - 2012
HANDBOOK

Parents will be billed for this service, unless prepaid. Extended Care is provided for the safety and convenience of students and parents.

PARENTS MUST SIGN OUT THEIR CHILD. AN EXTENDED CARE STAFF MEMBER MAY NOT SIGN OUT A CHILD FOR ANY REASON.

Students in Extended Care must follow the same rules and regulations followed on the school grounds during the regular school day.

Emergency/Safety Procedures

St. Joseph Extended Care follows the same emergency procedures as the school. If the school Principal closes the school during the day and dismisses the children, Extended Care will also close. The parents, or other individuals listed on the emergency form, will be called to pick up the children.

In case of emergency, the staff is authorized to call and arrange emergency medical care. It is understood that we take great effort to notify parents or persons on the emergency form.

NOTIFYING ST. JOSEPH EXTENDED CARE OR THE SCHOOL, IN WRITING, OF ANY CHANGES IN ADDRESS OR PHONE NUMBERS IS CRUCIAL.

School insurance covers all students while on the premises. All children using the Extended Care service, whether on contract or drop-in basis, must have a completed Emergency Health Information Form on file. Students **MUST** be signed out by the parents or an authorized person. Children will be released only to persons authorized by parents on the registration form. If a child is released to anyone other than those on file, a written permission slip must be sent with the child for our files. For safety and security reasons, there can be no exceptions! Students may not leave the premises to go various places after school without a written permission slip on file, signed by the parent or guardian.

In case of illness or injury, the following procedures will take place:

1. Every effort will be made to contact a parent.
2. The first person on the Extended Care registration form to contact in case of an emergency will be notified.
3. This person will be asked to transfer the child to emergency or take them from Extended Care to their home.
4. In severe injury cases, 911 will be called and the parent will be notified as to the hospital where they can meet their child.
5. The Extended Care Staff is not allowed to drive injured children (or any children) to Emergency or to anyone's home.

Extended Care Regulations

1. Extended Care boundaries will be clearly marked and students must be in designated areas at all times.
2. Parents or other authorized persons will pick up children through the gate on Prune Street. Extended Care boundaries will be marked with painted blue lines on the blacktop.
3. Students may not have visitors who are not enrolled in the program.
4. Students must report directly to Extended Care upon dismissal from class.
5. Phone use in Extended Care is for business and emergency use only.
6. Students will be expected to exhibit appropriate behavior at all times. If there is a problem in this area, the parent or guardian will be contacted. If the problem cannot be resolved, the student may be dismissed from the program. A child's enrollment may be discontinued for the following reasons:
 - (a) Unusual, disruptive or ongoing negative behavior.
 - (b) Non-payment of tuition or fees.
 - (c) Health problems which require supervision beyond our normal teacher/child ratio.
7. Once a child has been picked up from school or Extended Care, they cannot return to the program that day. (i.e. - children may not be picked up for an appointment and be returned).
8. Please take note that all parents or authorized persons picking up students must park in the City Parking lot or park in legal street parking spaces. **Do Not Park in the Red Zones in front of our neighbors' driveways or block in other vehicles.**

Athletic Program Participation

If a child is involved with any after school athletic program at St. Joseph and is also registered for after school care at Extended Care, it is the responsibility of the coach to sign them in and out at proper times. The coach must escort them to Extended Care after practice and sign them into the sign-in book.

If the games or practices do not start at 3:00 P.M., you will be charged for the time spent at Extended Care until the coach picks up the players. It then becomes the parent's responsibility to sign them out at the proper time. Parents must sign a CYO/Extended Care form to allow coaches to sign students in and out.

Homework Time

St. Joseph School offers an after school tutoring program 4 days a week for 1 hour in a designated classroom. The charge for this homework (tutoring) program is \$4.00 per hour. The student will sign into Extended Care and must be signed out of Extended Care by their parents or other authorized person when using this program.

A child is expected to have his/her homework completed before coming to school in the morning and completion of homework in the morning before school will not be permitted. Time and space for homework will be provided at Extended Care. It will, however, be the student's responsibility to know what the homework assignments are. The Extended Care staff cannot provide tutorial service during this time. It will be the responsibility of the student to provide his/her own materials.

Service Hours/Staff Assistance

At St. Joseph our students in Grades 5-8 are required to perform community/school service hours. At Extended Care we support them in achieving this goal. The student is required to sign-in and register with a staff member before leaving to either participate or assist a staff member with an activity. The parent(s) must send a written permission slip with the child stating their consent for this activity, specifically, stating the name of the teacher, date, and time of participation. The parent will be billed for this activity either under contract hours or drop-in hours, depending on the child's status in Extended Care.

Contracts

Calendars will be sent home in the Monday family envelope or be available on the school web site and/or Extended Care prior to the 1st day of the month. Contracts are due on the date the monthly calendar states, and any contracts received after that date will be charged the drop-in rate. Contracts that are submitted under the twenty (20) hour minimum per student (excluding August, December, Easter month and June) will also be charged the drop-in rate. **All contract calendars are prepaid.**

*****In April, contracts for both May and June will be sent home. All Extended Care hours for May and June must be paid for in advance at the current contract rate. The payment for both May and June Extended Care hours must be returned by the April due date stated in the April monthly calendar. As an incentive, no minimum hours are required for the May and June contracts if returned by the due date.**

*****Hours not prepaid for May and June must be paid on a daily basis when students are picked up at Extended Care. These hours (both tutorial and regular) will be charged at the current drop-in rate plus a \$1.00 per hour premium.**

Accounts

All accounts are due and payable upon receipt of statement. If payment has not been received by the next billing date, a \$2.00 handling fee will be charged. Accounts past due more than ninety days will be referred to the Finance Committee for collection. An account must be current to qualify for the contracted Extended Care rate, otherwise the drop-in rate will be charged. Extended Care fees will not be refunded for sickness or other changes in family plans.

Fees

1. A \$50.00 registration fee will be charged for all students who use Extended Care.

2. Contracted Rate: (Prepaid) Hourly rate per child: \$4.00 per hour per child (\$2.00 per half hour).

****In order to qualify for the contracted rate, students must average one hour per school day, or attend a minimum of twenty (20) hours per student per month. The only exception to this policy will be for the months of August, December, Easter month and June. Students need only attend a minimum of ten (10) hours to qualify for this rate due to the fewer number of school days during these months.**

3. Drop-in Rate: Hourly rate per child: \$5.00 per hour per child (\$2.50 per half hour)

**** At five minutes past the hour/half hour, you are charged for the entire half hour.**

If your child is performing community service or school service hours on campus after school, they must sign in to Extended Care before doing their volunteer time. A written permission slip must be on file. The parent will be charged for this activity either under contract hours or drop-in hours, depending on the child's status in Extended Care.

4. Late Pickup: (after 6:00 P.M.): \$25.00 will be charged for each fifteen minutes or portion thereof, per child.

Child's Personal Property

PLEASE LABEL ALL ITEMS WITH THE STUDENT'S NAME. Each student is responsible for his or her own personal belongings. Any personal property, which remains after the school session, will be put in the LOST AND FOUND. Although the program attempts to help the children stay organized, we discourage children from bringing toys or sports equipment from home. We are not responsible for damaged, lost, or stolen articles.

CHILDREN MAY NOT BRING SKATEBOARDS, BIKES, ROLLER SKATES, RADIOS, CASSETTE PLAYERS, CD PLAYERS, VIDEO GAMES, BASEBALL BATS, CELL PHONES, VIDEO RECORDERS, PAGERS, IPODS, PALM PILOTS, BLACKBERRIES, CELL PHONES, I-PHONES OR TRADING CARDS TO EXTENDED CARE.

If these items are brought to Extended Care they will be taken away. The parents will need to speak to the Principal to get them back.



This handbook was compiled with rules, regulations and expectations for most situations that may occur at Extended Care. Now that the parameters have been set, we hope that this will allow us to move on to a fun and safe environment for all involved.

It is the wish of all of us at Extended Care that your child's time here will be time well spent. We want our children to have fun and feel comfortable and secure knowing that their best interest is always our priority.