



## VII. EXTENDED CARE

### A. The Tiger's Den: St. Joseph Catholic School Extended Care Program

St. Joseph Catholic School wishes to provide the students and families of our school community with affordable, quality child care. Aware of the fact that parents work outside the home, we offer an Extended Care Program to all children enrolled in St. Joseph School, Transitional Kindergarten through Eighth Grade. Extended Care is designed to provide our students with a secure, loving, family environment. We are staffed by dedicated people who work together to provide a supervised program of arts and crafts, games, recreation, rest periods and snack time within a Christian atmosphere. The St. Joseph Catholic School Extended Care Program is a nonprofit program. Fees are used solely to support the operating cost of the program. We are part of the total school program; therefore, the Director and the program are under the supervision of the school Principal.

#### Hours

Regular school days: TK-8  
6:30 A.M. to 7:30 A.M.  
3:00 P.M. to 6:00 P.M.

Minimum school days: TK-8  
6:30 A.M. to 7:30 A.M.  
12:00 P.M. to 6:00 P.M.

Extended Care is not open on school holidays or vacation periods, including Christmas and Easter vacation and the last day of school.

St. Joseph Catholic School offers quality Extended Care before and after school days from 6:30 A.M. until 6:00 P.M. There are both contracted and drop-in rates. Information and registration forms are available in the office and on the website.

Students may not be dropped off at school before 7:30 A.M. or remain on the school grounds after 3:15 P.M. unless they are using our Extended Care facilities.

ALL CHILDREN ON THE SCHOOL GROUNDS PRIOR TO 7:30 AM AND AFTER 3:15 PM WILL BE AUTOMATICALLY PLACED IN EXTENDED CARE.

Please support the school policy by instructing your child(ren) to sign-in to Extended Care, if they are on the school grounds before 7:30 A.M. or after 3:15 P.M.

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

PARENTS (Or adults over 18 years old designated by the parents) MUST SIGN OUT THEIR CHILD(REN). 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's 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'S EXTENDED CARE OR THE SCHOOL, IN WRITING, OF ANY CHANGES IN ADDRESS AND/OR PHONE NUMBERS IS CRUCIAL.**

School insurance covers all students while on the premises. All children using Extended Care, 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. A photo ID will be required, if the authorized person is not known to the Extended Care staff. If a child is to be released to anyone other than those on file, a written permission slip must be sent with the child for our records. 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 Emergency form to contact in case of an emergency will be notified.
3. This person will be asked to transfer the child to emergency care 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 he/she can meet his/her child.
5. The Extended Care Staff is not allowed to drive injured children (or any children) to emergency care or to anyone's home.

#### **Extended Care Regulations**

1. Students must report directly to Extended Care upon dismissal from class.
2. After school Extended Care students will be signed in at 3:00 PM on regular days and 12:00 PM on minimum days. Students that participate in school sponsored activities immediately after school will be signed in at the time they report to Extended Care following the activity.
3. Students not signed-in to Extended Care may not be inside the designated area after 3:15 PM on regular school days and 12:15 PM on minimum days. These students must be with a parent, teacher or coach while on campus after regular school hours.
4. Extended Care boundaries will be clearly marked on the blacktop and students that have signed-in must be inside the designated area at all times.
5. Parents or other authorized persons will pick up children through the gate on Prune Street.
6. Students may not have visitors who are not enrolled in the program.
7. Phone use in Extended Care is for business and emergency use only.
8. 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.

9. Students in Transitional Kindergarten and Kindergarten may not use the monkey bars.

10. Once a child has been signed out of Extended Care, they must leave the designated Extended Care area immediately and may not return to the program that day. (i.e. - children may not be picked up for an appointment and then be returned).

11. 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**

Parents can contract with teachers for tutoring during the after school time. The student will sign into Extended Care and when finished with tutoring, return to 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 after school homework will be provided at Extended Care. It will, however, be the student's responsibility to know what the homework assignments are. It will be the responsibility of the student to provide his/her own materials. Students enrolled in the Tiger's Den Extended Care program can be signed out for tutoring after school. Tutoring arrangements must be made between the teacher tutoring and the parent. The parent must confer with the Tiger's Den staff about the arrangement.

### **Contract**

Contract Registration forms will be sent out via email, prior to the beginning of school. They will also be available in the school office. Parents will be able to register for the after school program until the 1<sup>st</sup> Friday of new school year. After that date students will be considered drop ins.

One contract registration form per student must be submitted.

### **Fees and Costs**

- **\$50 Registration Fee will be charged at the beginning of the year** for each student who uses Extended Care.
- **New Options:**
  - **Hourly with paid registration fee = \$5 per hour**, (\$2.50 per half hour) billed at **the end of each month**
  - **Drop-in Rate without Registration fee paid = \$6.50 per hour**, (\$3.25 per half hour)
  - **Pay hourly, commit to 3, 4 or 5 days per month for the year**

## Payments per student for Afterschool Care:

1 child	Afternoons per week	Cost per month	2 children	Afternoons per week	Cost per month	3 children	Afternoons per week	Cost per month
	5	\$220		5	\$375		5	\$565
	4	\$175		4	\$325		4	\$515
	3	\$140		3	\$250		3	\$395

- **Payments per student for Before School Care will be charged at the registered (\$5.00) or the non-registered rate (\$6.50).**
- If your year's agreement is for less than 5 days a week per month and your child stays in Extended Care more than two additional days per month stated on your contract, you will be billed the cost of the next level. For example: Your contract for the year states that your child will stay 3 days per week per month. He/she stays 4 days two out of the four weeks of the month – You will be charged for the 4 day a month fee.
- Parents can change their contract by increasing the number of days per week their child uses Extended Care, but they may not decrease their initial contract commitment.
- Each student signs in to the program each day manually. Parent or designated adult will need to sign student out.
- Billing will be sent by the 5<sup>th</sup> of the month for services acquired from the past month. Payments are expected to be paid by the 15<sup>th</sup> of the month.
- If students arrive five minutes after the half hour, you are charged for the entire half hour.
- Late Pickup: (after 6:00 P.M.): \$25.00 will be charged for each fifteen minutes or portion thereof, per child.
- By the first Friday of the school year, pay the \$50 registration fee per student. That entitles you to use Extended Care for \$5 per hour per student for the entire school year (includes AM and PM).
- If you so choose, you may enroll in the 3, 4, or 5-day option for a considerable reduction in the hourly rate. This rate will be charged every month (including August, November, December, Easter month and June) for the entire school year. You will be able to add to the days per week your child(ren) will attend, but not decrease your commitment.
- If you do not register by the first Friday of the school year, you will be charged \$6.50 for all hours used at Extended Care for the rest of the school year.

### 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 thirty (30) days may not continue to use Extended Care services. 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.

### 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.

ITEMS CHILDREN MAY NOT BRING TO EXTENDED CARE INCLUDE BUT ARE NOT LIMITED TO: SKATEBOARDS, BIKES, ROLLER SKATES, MUSICAL INSTRUMENTS, RADIOS, VIDEO GAMES, VIDEO RECORDERS, BASEBALL BATS, BASKETBALLS, BALLS OF ANY KIND, CELL PHONES, IPHONES, IPODS, IPADS, COMPUTERS, ACTION FIGURES OR TRADING CARDS OF ANY KIND.

If these items are used/played with at Extended Care they will be taken away. The parents will need to speak to the Principal to get them back.

### **Service Hours/Staff Assistance**

At St. Joseph Catholic School students in Grades 5-8 are required to perform community/school service hours. At Extended Care we support them in achieving this goal. Parent(s) must submit a written permission slip stating their consent for the activity, specifically stating the name of the teacher, date and time of participation. If a student comes to Extended Care after the activity, they will be signed in at that time and a parent or other authorized adult must sign them out.

### **Parents volunteering in Extended Care Policy**

Extended Care is provided for the students attending St. Joseph Catholic School in Grades TK through Eighth. Our primary concern is to provide a safe environment for the students after school until they are picked up by a parent or other authorized adult.

To that end volunteers must comply with the following requirements:

- You must be related to the student for which you are volunteering.
- Volunteers must report on time as assigned.
- If you cannot make your assigned time, advanced notice must be given to the director. If you must be absent, you need to reschedule your time or you will be billed for Extended Care hours for the week you missed.
- You may choose to work for volunteer hours or for Extended Care hours but **not both** at the same time. Ask Program Director for details.
- You must declare to the director whether you are working for volunteer hours or Extended Care hours.
- If you finish volunteer hours and desire to work for Extended Care hours, you must notify the director immediately so appropriate billing may be submitted at the end of the month.
- No cell phone use during volunteer hours.
- Volunteer time is not to help students with their homework.

**Parents who are choosing to use the Tiger's Den Extended Care will need to sign the Handbook agreement prior to their child(ren) attending the program.**

### **TIGER'S DEN STAFF**

**Melva Craven  
Mark Crowder**

**Program Director  
Program Leader**



ACKNOWLEDGMENT & RECEIPT  
of the Parent Tiger's Den  
Extended Care Program HANDBOOK  
ST. JOSEPH SCHOOL  
TIGER'S DEN HANDBOOK AGREEMENT

The administration has prepared the Parent Handbook for you. It will not answer all questions but should direct you to the best informational sources. Please keep this information for your personal use only. It is important that YOU are familiar with the contents of this handbook. We ask you to read the Handbook thoroughly, then sign and return this form to the Office within the first week of school.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and I understand the contents of St. Joseph Catholic School Extended Care Handbook.  
I agree to abide by the guidelines as set forth in the handbook.



**St. Joseph School**  
 1961 Plum Street  
 Pinole, CA 94564

510-724-0242  
[www.stjosephpinole.com](http://www.stjosephpinole.com)

To avoid paying the Tiger's Den drop-in rate, it is recommended you register your child for the Tiger's Den Extended Care even if you do not currently plan to use this service.

## Tiger's Den Extended Care Registration Form

PLEASE FILL OUT INFORMATION COMPLETELY (One form per child)

Student Name	
Teacher	Grade
Print Parent / Guardian Name	
Parent / Guardian Cell phone No	
<input type="checkbox"/> I plan to use Tiger's Den Extended Care for before school care: 6:30 to 7:30 am <i>Indicate which days if appropriate: M T W TH F</i>	
<input type="checkbox"/> I plan to use Tiger's Den Extended Care for after School: 3:00 to 6:00 pm (12:00 to 6:00pm on minimum days) <i>Indicate which days if appropriate: M T W TH F</i>	
<input type="checkbox"/> I plan to use Tiger's Den Extended Care for After School per month <input type="checkbox"/> 5 days per week <input type="checkbox"/> 4 days per week <input type="checkbox"/> 3 days per week <input type="checkbox"/> On an hourly basis when needed <i>Indicate which days if appropriate: M T W TH F</i>	
Please check for billing purposes: <input type="checkbox"/> I plan to use Tiger's Den Extended Care for other children enrolled at St. Joseph School <input type="checkbox"/> 2 <sup>nd</sup> child <input type="checkbox"/> 3 <sup>rd</sup> child <input type="checkbox"/> 4 <sup>th</sup> child	
By registering and paying the Registration Fee of \$50.00, I understand that I will be charged \$5.00/per hour for The Tigers Den. Registration payments are due <u>August 23, 2019</u> .	
If I do NOT register by August 23, 2019, I will be charged the drop-in rate of \$6.50/per hour used for the year	
<input type="checkbox"/> \$_____ Registration Fee for the 2019-2020 school year is included with this form <i>(make payable to St. Joseph School)</i>	
<b>Signing this form confirms that I have read the 2019-2020 Extended Care Handbook and I agree to its terms (except registration fee which is outlined above).</b>	
Parent / Guardian Signature:	Date: