

St. Patrick Extended Day Program 2017-2018

St. Patrick will provide an before and after school *extended day program* on a self-fund basis for students who attend St. Patrick School.

Our after school program offers:

1. A secure Christian environment where children can learn, play, and relax.
2. A qualified staff that cares about your child's well-being and happiness.
3. A variety of activities designed to enhance the intellectual, social, emotional and physical growth.
4. A place where a child will feel welcome and secure.

The rules and procedures explained in this handbook are to insure the safety and welfare of your child/ren. Our primary concern is for the child. We request that the parents become familiar with the rules and procedures.

We welcome you to our after school program and encourage you to contact us at any time. We appreciate your, ideas, questions and reactions to this program.

Enrollment

Students must be enrolled in the regular K through 8 St. Patrick School program to be eligible to participate in the extended day program. Students must have a health form and emergency card on file with the school. The following forms must be completed in order to enroll a child: Registrations for each child and a Parent Handbook release form for each family. There is a \$30 per family registration fee.

Schedule

St. Patrick School Extended Day Program operates on the same schedule as St. Patrick's school calendar. It is open Monday through Friday on any regular full days of school. However:

1. The program will not be open on any day in which St. Patrick School does not open. This includes school vacations, full days off or emergency closings such as snow days.
2. If St. Patrick School has an 11:05 a.m. dismissal there will be no after school program.

The time of the before school program is 6:55 a.m. – 7:25 a.m.

Regular hours for the after school program are 3:00 p.m – 6:00 p.m.

Before School Rates

\$2.50 per student for those arriving between 6:55 – 7:25 a.m.

After School Rates

\$4.50 per hour for the first student (one hour minimum).

\$4.20 per hour for each additional child (one hour minimum per additional student).

After school rates will be calculated in half hour increments, after the first one hour minimum. All students utilizing extended day service on a particular day will be charged beginning at 3:00 p.m.

A late fee will be charged for children picked up after 6:00 p.m. This fee will be added to your weekly tuition due. The fee is \$15.00 for every 15 minutes late after 6:00 p.m.

After School Payment Policy

After school invoices for the week will be sent home on Wednesday in the next family envelope and will be due that Friday. Payment must be made by check or money order payable to St. Patrick School. A fee of \$25 will be charged for any checks that are returned by the bank. Fees not paid by the Friday of the week it is due will be subject to a \$5.00 late fee. Payments may be made at the school office. If late fees are assessed for two consecutive billings your child will be suspended from the program until the amount due is paid in full. It is the responsibility of the parent to turn in payment. If there are difficulties with payment of your tuition, please discuss the situation with the program director.

Absences and Vacations

We are required to have staff available for the number of students enrolled. Any change in schedule must be made in writing one day before the change. Credit can only be given for absences due to illness from school or with a one day written notice. The regular hourly rate will be charged for all other absences. Should your child be absent from school, the program director will obtain that information from the office. It is not necessary for you to call separately.

Withdrawal

In the event you decide to withdraw from the program, a two-week written notice is requested. If you do not use the program for an extended period of time with written notification of purpose, we will assume that you have withdrawn from the program and your spot will be made available to another student.

Clothing

We ask that children in kindergarten and first grade have a change of clothes on hand.

Arrival

Students must be registered in our extended day program in order to use this service. In the morning, students who arrive to school prior to 7:25 a.m. should go directly to the extended day room. Students participating in the after school extended day program are to proceed directly to the extended day room at dismissal from their class.

Pick Up

Parents are responsible for picking up their child/ren from the after school extended day program in the upper elementary building. Parents are asked to ring the doorbell at the door nearest the school office. A parent or designated adult **must** sign the child out of the extended day program.

For the safety of your child, the following dismissal procedures will be strictly enforced.

1. Only the parent or authorized release person designated on the emergency card will be allowed to pick up your child.
2. Written notice must be given if you want someone other than yourself or the designated person to pick up your child.
3. If the caregiver does not know the person picking up the child, picture identification will be required before the child is released.
4. Notification of changes in persons authorized to pick up students needs to be made in writing to the school office.
5. When a student will be participating in an after school activity, the parent needs to provide written authorization for the release of his or her child to a named activity supervisor. Only this person may sign the child out of the extended day program.

Illness

Your child's health and safety is a matter of major importance to the staff. Where there are symptoms of illness or other indications that the child is not well enough for group activity, arrangements must be made for the child's care at home. The extended day program has no provision for the care of children who are not feeling well.

If a child becomes ill while attending the extended day program, he/she will be made as comfortable as possible. We will contact you or the alternate person you designate to make arrangements to have your child picked up as soon as possible. Please notify the St. Patrick School office (654-2522) if your child will not be attending and let us know the nature of the illness. In case of communicable diseases, we will follow Department of Health guidelines.

In case of accidental injury during the extended day program, we will immediately attempt to reach the parent or other designated adult. If the parent cannot be reached, we will contact the child's physician. If necessary, we will also contact the paramedics. It is extremely important to keep the extended day records up to date concerning telephone numbers for emergency information.

Medication

Medication must be given to the extended day program director, labeled in the original container with name and directions for administration. The extended day director will not administer any medication without written permission from parent and doctor.

Snacks

Children are usually hungry so please make sure that each child has a nourishing snack. Students should drop their snack off in the morning at the school office. If you prefer leaving several days of snack for your child(ren), please mark the outside of the box and we will distribute one each day. Students are not allowed to share their snacks with others, thus it is important that a snack be provided. Microwaveable items should not be sent in for snacks.

Homework

Study/Homework time will be provided, however, extended day program staff will not be responsible for your child's homework.

Outside Play

Please dress your child appropriately for weather conditions. The extended day program will schedule outside play.

Questions, Suggestions, Problems, Concerns

If you have questions, suggestions, problems, or concerns, please let us know. Our first priority during extended day is the care of the children; therefore, lengthy conversations that are not an emergency are best scheduled outside of extended day hours. As you pick up your child each day, please let us know if you would like to discuss any topic at length so that we can arrange a time to contact you. Parents are also asked to notify us of any changes in address, phone numbers, or place of employment so you can be readily available in the case of an emergency.

Discipline Policy

We use a positive approach to discipline, which encourages self-control, self-direction, self-esteem and cooperation. When it becomes necessary to discipline a child, one or more of the following methods will be used:

1. Talk with child to help him/her see why the behavior is inappropriate.
2. Separate the child from the activity or situation being disrupted, and redirect the activity.
3. Time out—The child is placed in a chair in the room, but away from the other children and then rejoin the group.
4. In the event a child repeatedly disobeys the rules or severe problems the parent will be notified and a conference will be held with the parents to jointly work on a solution to the problem. If the problem continues, the child will be dismissed from the program.

It is our goal to foster self control and self discipline as it is appropriate for each age and to support the child as they practice and master these skills. In this spirit we expect all children to attempt to obey the following rules.

1. Ask permission before leaving the room.
2. Walk indoors.
3. Talk politely and appropriately to each other and adults.
4. Do not interfere with other children's activities.
5. Do not throw things.
6. Use the toys as they are intended.
7. No body contact games including wrestling, etc.
8. Put away toys after you use them.
9. Respect school and other children's property.
10. Treat everyone with kindness and respect.
11. Use study time to work on/complete homework.

St. Patrick Extended Day Program Acknowledgement

I have read the attached extended day program information. I understand and agree to follow the policies explained.

I agree to pay all fees incurred during my child/ren's stay at the St. Patrick extended day program, according to the terms specified in the program's Parent Handbook.

Please sign and return this portion of the page to the After School program director.

Parent Signature: _____ Date: _____

Student Signature(s): _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____