

St. Patrick's School Extended Care Program

“Whoever welcomes one of these little children in my name welcomes me;
and whoever welcomes me does not welcome me but the one who sent me”
Mark 9:37

The Extended Care Program Handbook serves as a guide for parents and students. This handbook is a supplement to and operates in conjunction with the policies, standards, and administrative operations outlined in St. Patrick's Family Handbook. The administration reserves the right to amend the handbook as circumstances arise. We ask that you read this handbook carefully, sign and return the “Parent Statement of Agreement,” and keep the handbook for reference during the year.

Mission Statement of the School

As a Christ-centered Catholic school, founded by the Sisters of Mercy and inspired by their charisma, we are committed to the mission of educating the whole child. In partnership with our families, parishes, and communities.

Philosophy/Goals

It is the intent of the Extended Care Program to extend the ministry of the school to provide appropriate, safe care for St. Patrick's students before and after the school day. The school campus is well suited for before and after school care. The school grounds are safe, the directors are well qualified, and the discipline standards of St. Patrick's School are followed.

Program

Extended Care hours

AM 7:00 -7:50 a.m. (you must sign your child in)

PM 3:30 -5:30 p.m. (you must sign out your child)

Exceptions to the regular hours are: Early Dismissal Days- 2:30-5:30 p.m.

Minimum Days- 11:15-5:30 p.m.

The Extended Care Program begins at 3:30 p.m. Students found on the grounds unsupervised after 3:30 p.m. will be placed in extended care and parents will be charged accordingly.

AdmissionPolicies

Students enrolled in St. Patrick's School are eligible for registration in the Extended Care Program (ECP). In order to be admitted to the program, each child must have an Extended Care Registration/Emergency forms completed and on file with the ECP Director. Forms are obtainable in the school office.

The ECP is meant to be a safe environment along with a pleasant experience for everyone. Parents understand that the children must obey the rules of the program (which follow the St. Patrick's Handbook) in order to continue in extended care. Children are to check in with the directors at the lunch tables on a regular schedule day at 3:30 p.m. (on rainy days in the Extended Care room).

Communication

Occasionally a parent may need to contact the EC Director during the program operation. The parent may contact the director (during Extended Care hours) by calling 489-1210 ext. #21. You may also leave a voice mail or a message with the office during the school hours.

Daily Release

Every child enrolled in St. Patrick's ECP will be released ONLY to his or her parents or to an individual who has been authorized in writing by the parent to pick up the child. EXCEPTIONS WILL NEVER BE MADE. The person picking up the child from the ECP MUST sign the child out on the sign out sheet. Persons other than the parents who are designated by the parents to pick up, will need to show a Drivers' License or picture ID. Children are not allowed to sign themselves out. Children are to be picked up no later than 5:30 p.m. A late fee will be assessed if a parent is late.

DisciplineCode

Every child enrolled in the ECP is expected to abide by the "Code of Student Conduct" as set forth in the St. Patrick's Family Handbook. In summary, each child is to respect staff members, other students, and property.

If a child violates these standards, the director will first take action by discussing the problem with the child. If the child does not respond to this and the problem behavior persists then the student will receive a yellow/pink slip depending on the offense and the parent will be called. Should there continue to be problems, a parent conference would be scheduled. If results are not satisfactory, the child may be removed from the program.

Nutrition

The ECP Director will provide the children with a nutritious snack and juice drink or milk each afternoon. Snacks include granola bars, crackers with cheese, pudding, pretzels, mini muffins.

Parents of children with special diets are asked to discuss the diet with the director of ECP and give written notification of specific problem foods or allergies on the registration form.

Afternoonschedule

3:30 - 3:45 p.m	Sign in at the green picnic tables by 2nd grade
3:45 - 4:00 p.m.	Snack
4:00 - 4:50 p.m.	Supervised activity/Quiet homework/ outside time
4:50 - 5:00 p.m.	Clean-up
5:00 - 5:30 p.m.	Movie or outside play

Expectations:

If parents want their children to complete all or a portion of their homework before playing, this needs to be communicated to the director by initialing that section in the ECP forms. We will remind these students, however doing homework remains the child's responsibility after the reminder is given.

ECP activities include crafts, outside play, indoor games, books, and art supplies, which the children are able to select for use. Parents are encouraged to contact the directors if they have games, books, or art supplies which they would like to donate to the program.

Fees

The fees for the Extended Care Program are as follows:

Annual Registration Fee:	\$45.00 per family
One child:	\$ 5.00 per hour
Two children:	\$ 7.00 per hour
Three or more children:	\$ 9.00 per hour

After 3:30 whether your child is in extended care for 5 minutes or 28 minutes, charges will be billed to the hour.

The registration fee is payable upon registration. The registration fee will be used to buy snacks, drinks, and supplies for the children to use at extended care. Any use of the Extended Care Program requires a Registration Fee.

Parents will receive an Extended Care billing statement once a month and are due upon receipt. Questions regarding the statement should be directed to the Extended Care Director. The principal and director of the ECP have the right to refuse use of the program if payment is not made on time. If you have an extenuating circumstance, please make payment arrangements with the ECP Director before it becomes a problem.

Please be on time to pick up your child. If you are late, the charge is \$10.00 per every 10 minutes late, no exceptions.

St. Patrick's School
Extended Care Program
Parent & Student Agreement

We have read and agree to be governed by the Extended Care Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Family Name

St. Patrick's School
Extended Care Registration/Emergency Form

Child's Name: _____ Grade: _____

Parent/Guardian Last Name (if different from child/ren) _____

Home Phone No. _____

Work Phone Nos.: Father: _____ Cell Phone Nos. _____

Mother: _____

Street Address: _____ City & Zip: _____

Mailing Address if different from above: _____

Please list at least two people who may be contacted if your child is unable to remain at Extended Care due to illness or injury and you cannot be reached.

1. Name: _____ Phone No.: _____

2. Name: _____ Phone No.: _____

Any Special Health Problems/Allergies: _____

Physician: _____ Phone No.: _____

Address: _____

Dentist: _____ Phone No.: _____

Address: _____

I give my consent for emergency medical or dental treatment, including transportation to the nearest emergency aid facility, if the listed persons cannot be reached. I understand that I am responsible for all payment of medical fees, transportation fees, or additional expenses incurred.

Parent/Guardian Signature

Date

I give the following people my permission to pick up my child from Extended Care.

Name _____ Phone _____ Cell _____

Name _____ Phone _____ Cell _____

Name _____ Phone _____ Cell _____

Schedule for Use of Extended Care:

Drop In _____ Regular _____ Days (M T W Th F)

I plan on using: _____AM Extended Care

_____PM Extended Care

_____Both

_____ If you would like your child/ren to do their homework during Extended Care, please initial.

Comments: _____

Print Name (Parent/Guardian): _____

Signature (Parent/Guardian): _____