



St. Patrick 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 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.

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 students after the school day. The school campus is well suited for after school care. The school grounds are safe and the discipline standards of St. Patrick School are followed during the after school portion of the day.

Program

Extended Care hours

AM 7:00-8:00 (you must sign child in)

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

Exceptions to the regular hours are: Early Dismissal Wednesday Days- 2:00-5:30 p.m.

Minimum Days 12:45-5:30PM

The Extended Care Program begins at 3:30 p.m. Pre-registration is required for participation.

AdmissionPolicies

Students enrolled in St. Patrick 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 as well as Reservation form completed and on file with the office. 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 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 students will be gathered from their classrooms).

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. #16. 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 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

Parents will provide their children with a nutritious snack and drink each afternoon due to COVID 19 restrictions.

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

Afternoon schedule (sample)

3:30 - 3:45 p.m.	Sign in at the green picnic tables by 2nd grade
3:45 - 4:00 p.m.	Snack at tables
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 during COVID include outside play, individual puzzles, books, and art supplies, which the children are able to select for use and homework time. Parents are encouraged to also pack a "to do" bag of individual items (labeled) to keep at school as sharing of materials is limited due to COVID restrictions. These bags will be kept at school. Students will be required to wear masks inside of classrooms per COVID requirements.

Fees

The fees for the Extended Care Program are as follows:

Annual Registration Fee:	\$45.00 per family
One child:	\$ 6.00 per hour
Two or more children:	\$ 9.00 per hour

The registration fee is payable VIA FACTS. Once registration is received, our office will enter fee into FACTS. The registration fee will be used for additional art paper and sanitation supplies needed during COVID. Parents will be billed monthly through FACTS.

Questions regarding the statement should be directed to the school bookkeeper. The principal has 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 bookkeeper.

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 protocols covered by the Extended Care Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

_____ Family Name

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

Child's Name: _____ Grade: .
Child's Name: _____ Grade: .
Child's Name: _____ Grade: .
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): _____