

EXTENDED DAY CARE PROGRAM

Extended Day Care (also known as Extension) is a program, which coordinates before and after school activities for students of Saint Rose School and offers quality supervision during those hours. Extended Day operates only on regular school days. Services are not available on holidays, vacations, or summer months.

The program is limited to those students who attend Saint Rose School. If your child is absent from school he/she **MAY NOT** attend Extended Day Care. Parents choosing to use this service must formally register their child/ren in the program on a separate registration form from that used for the regular school program. A registration fee is required.

Every student attending Extension must have a parent, guardian or authorized person(s) name on file in order to sign the student out. Any changes must be in writing, signed and dated. **Emergency cards MUST** be kept current.

The Extension program staff and the school are all concerned and committed to the well-being and safety of the child/ren attending. These rules address our mutual co-operation on these issues.

- ⇒ St. Rose School's Extended Day Care is an extension of St. Rose School. Therefore, the policies and practices that are followed and stated in the St. Rose School Parent/Student Handbook apply to students attending Extended Day Care.
- ⇒ Additional procedures that apply directly to Extension are posted in the Extended Day Care room.
- ⇒ Notice is needed for emergency use. (A recorder is available for messages #786-0948).
- ⇒ Extended Day Care opens at 7:00 am. Before the morning loop begins (7:40 am) any student dropped off at school must attend Extended Day Care (exception: Band, Chorus, and/ or Handbell students). The student must be checked in by a parent/guardian with Extended Day Care staff and will be billed accordingly. All program fees are rounded to the quarter hour, (minimum 15 minutes) and billed monthly.
- ⇒ Students must arrive in Extension immediately after school and check in!
- ⇒ Any student(s) remaining after the "loop" is completed, will be accompanied to Extension and the parent/guardian will be billed from dismissal (11 am, 12 noon, or 3:00 pm). Students will be checked in by the Extended Day Care staff. Emergency (drop-in) fees are due when billed. The amount due will be rounded to the quarter hour beginning at dismissal time.
- ⇒ Snacks are provided on a daily basis for registered students who attend Extended Day Care. If a child has food allergies (i.e. peanut products), it is advisable that their parent(s) provide a non-perishable snack to be kept in Extended Day Care. Extended Day Care staff will be glad to store special snacks in the Extended Day Care room for students with special food requirements.
- ⇒ Students using Extended Day Care in conjunction with extra-curricular activities must have an updated St. Rose School Extended Day Care Activities Permission Form on file with the program director. A child/ren will be released to the responsible party of that extra-curricular activity by Extended Day Care staff and may returned to Extended Day Care after the activity. Students must notify Extended Day Care staff if they WILL be returning to Extension from the extra-curricular activity.
- ⇒ Students must stay in supervised areas only. Changing from one area to another (playground, library, etc.) is only permitted under the supervision of Extension staff.
- ⇒ Children need to be courteous, display sportsmanship, Christian behavior, and respect for each other, staff, and all other property. No fighting will be tolerated. Defiance toward Extended Day Care staff is unacceptable. Serious behavior problems will be referred to the Principal and may result in suspension.
- ⇒ Study hall is offered during the first hour of Extension to those students desiring to work on homework. Children are responsible for their own homework. A child will be asked to leave study hall if he/she is found to be the cause of any disruption.
- ⇒ Children who show signs of illness should remain home. If a parent/guardian is contacted to pick up their child for illness or behavior problems, arrangements must be made for the child to be picked up within the hour. Emergency cards must be kept current and all medications and necessary forms are required in compliance with school policy.
- ⇒ The use of the Extended Day Care phone is limited to emergency calls.
- ⇒ St. Rose School Extended Day Care is not responsible for any lost items. Toys, electronics, or other personal possessions from home are strongly discouraged. If students choose to bring any of these items to Extension, it is understood that those items are their personal responsibility.

EXTENDED DAY CARE AGREEMENT

Extended Day Care is a self-supporting program operated by St. Rose School to provide extra care needs of our students. Only registered students of St. Rose School may attend. Each family who registers their child(ren) is given an Extended Day Care Agreement, which must be signed by the party(s) responsible for payment. The agreement includes the following items:

- Fees are due monthly. A \$15.00 late fee will be assessed when the monthly bill is 30 days past due. A \$25.00 returned check charge will be assessed for checks returned by the bank.
- Outstanding debts **MUST** be paid prior to re-registration.
- **NO CHILD** will be released to anyone other than those listed on the Agreement. Any changes to the list **MUST** be in writing, signed and dated. There are **NO EXCEPTIONS**.
- Extended Care Program opens at **7:00 a.m.** Children may not be left on school grounds before 7:00 a.m. A child/ren **MUST BE SIGNED INTO EXTENSION BY A PARENT/GUARDIAN**. The children's family will be billed accordingly, rounded to the quarter hour (15 minute minimum).
- Extended Day Care begins at school dismissal time. A child/ren **must be signed out** of Extended Day Care. The child/ren's parent/guardian will be billed accordingly, rounded to the quarter hour (15 minute minimum).
- **NO CHILD** will be released to anyone other than those listed on the Extended Day Care Agreement. Any changes to the list **MUST be in writing, signed and dated**.
- Children using Extended Care in conjunction with St. Rose School extra-curricular activities, **MUST BE RELEASED** to the responsible party by an Extended Day Care staff member (or returned to Extension). [Extra-Curricular Form must be completed]
- Sick children must be picked up immediately in order to prevent infection of other students.
- An additional fee of \$1.00 per minute will be charged for **LATE PICK UPS** after 6:00 p.m.

2009 - 2010 EXTENDED DAY CARE FEES

Registration Fee (Non-refundable due at registration)

Per Child

\$25.00 due at the time of registration

Hourly Programs Per Child:

Billed Monthly (rounded to the quarter hour)

- Registered ~ Attends On A Regularly Scheduled Basis Weekly - \$ 3.50 /hr
(Average = 1 hour per school day / per calendar month) *[Not to Exceed \$400.00 /month]*
- Registered ~ Drop-in Basis - \$ 5.00 /hr
- Not registered ~ Emergency Drop-in \$ 7.00 /hr