



EXTENDED CARE PROGRAM – 2021-2022

ECP SUPERVISOR DIRECT PHONE NUMBER:

618-628-7395 ext 309

PHILOSOPHY

The Extended Care Program (ECP) of Holy Trinity Catholic School is designed as a service to our parents in offering supervision before and after the school hours. The ECP program schedule allows time for homework, study assistance, snacks, and free play.

MORNING ECP – 6:45-7:45am

Students will be signed in when their parent scans the ECP Pickup Card at the ECP room in the school. They may bring a morning snack, sit quietly and read, study, or play games (provided by supervisor). Students arriving at school prior to 7:30am must go to the ECP room.

AFTERNOON ECP – 3:10-6:00pm

School ends, students report to ECP room, and sign-in on clipboard. Snack will be provided.

Pre-K & K: report to Pre-Kindergarten room; Grades 1-8: report to ECP room

Supervisors will combine the following practices and routines

General area: in ECP room, gym, or playground – Students may work, play, or converse in an orderly manner.

Study area: in an additional classroom – Students will work quietly on homework assignments

NOTES

1. At times, students may be taken outside for recreational activities.
2. Pre-K and Kindergarten will have various activities, snack time, and unstructured time as designated by the supervisor. At about 4:30pm, any remaining students will be brought to the ECP room.
3. Students may be assigned to a seat in order to maintain better order and cooperation.

EARLY DISMISSAL SCHOOL DAYS

- **11:30am or 1:30pm dismissal** – Due to the length of time that the students will be in ECP, the afternoon session will operate on a variable schedule that will include art activities, games, DVDs, and other activities.
- On 11:30am dismissal days, ECP students must bring their own “sack lunch” and drink.

PICK-UP FROM ECP

- Grades PreK-8 pick-up will be in ECP room; enter via the school main entrance.
- The person picking up the student from ECP should present their personal ECP Pickup Card to sign out students. If the wallet card is misplaced, we do have a backup system for persons approved to pick up each student. Students will not be dismissed to unauthorized adults. This procedure is for the safety of the student and is required.
- For those who will pick up one time or temporarily, please email office@htcs.org with authorization information.

The ECP is a service of the school, but operates as a separate program financially. It is not subsidized by the parish or school. Parents are responsible for prompt payment of fees and the prompt pick-up of students at or before 6:00pm.

COSTS

Regular school day (Pre-K students are not charged) \$2.50/day per child from 6:45-7:45am \$4.75/day per child if pick-up occurs prior to 4:00pm \$8.00/day per child if pick-up occurs after 4:00pm	Early dismissal day charges (Pre-K students are not charged) \$8.00/day per child if pick-up occurs prior to 4:00pm \$10.00/day per child if pick-up occurs after 4:00pm
Registration fee: \$10.00 per family (For any family with students in Grades K-8)	
Payment: All billing for ECP will be generated and paid through FACTS.	

CLOSING TIME

The ECP closes at 6:00pm promptly. Due to the costs involved and the inconvenience to the program director, you will be assessed a late fee of \$5.00 for every five minutes past 6:00 per child. After ten minutes, if immediate arrangements have not been made with the parent, the ECP director may call the police department to hold the child until parent arrives. After a third offense, an automatic \$25 fine will be charged, in addition to \$5.00 for every five minutes you are late. In addition, the Principal will contact the family concerning the situation and the family will no longer be able to utilize the ECP service.

PARENTAL RESPONSIBILITIES

EMERGENCY INFORMATION

Safety and security are a major ECP priority. It is critical that we have all emergency information. Please make sure that all family information provided to the school is accurate.

ILLNESS or ACCIDENT

In accordance with state and federal laws and regulations, no school personnel, salaried or volunteer, are permitted to dispense medication to any student. Only immediate and necessary first aid measures will be administered if necessary and parents will be notified of the action taken and for what purpose. Parents of students in the ECP must make provision for their sick child at home. Please see the Parent Handbook for illness guidelines.

DISCIPLINE & ECP RULES

Holy Trinity Catholic School discipline policies apply to all activities on our campus, including ECP.

1. Respect for supervisor:

Students should follow instructions at all times.

2. Games and other equipment used during ECP Recreation time:

Cell phones and other electronic devices may be used only with the permission of the supervisor.

All games, cards, toys, etc. that are personal property should be clearly labeled with the name of the student. If students do not play cooperatively, their game(s) may be confiscated. Parent must contact the principal for return.

3. Students are allowed to use the restroom one at a time or as a group, if supervisor is present to monitor.

Intervention policy:

Step 1: Warning – Parent will receive a behavior notice. (See below.)

Step 2: Assigned seat – If student receives two behavior notices in a short period of time or if a supervisor feels this step is immediately required.

Step 3: Letter to Parent – A third behavior notice: parents are warned that serious consequences will result.

Step 4: Detention and \$10 fine – Detention is assigned and a \$10.00 fine is added to your ECP bill. All subsequent behavior notices will also receive a \$10 fine unless otherwise decided after a parent meeting with the principal.

TERMINATION

The ECP services to a family or an individual child may be terminated by the principal after consultation with the director. Such cancellation of services will be given written notice and will be done with cause. Examples of cause are as follows: Abuse of the ECP hours by chronic late student pick-up; Non-payment or chronic delinquent payment of fees; Students who continually disrupt homework time for the other students; Failure of parent/guardian or student to respect the safety and rights of other individuals in the ECP, examples are disrespect, failure to follow directions, or parent continually wanting pick-up without the required written authorization.

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ECP BEHAVIOR FORM - SAMPLE

Student Name:		Incident		Date:	
Supervisor:				Report given to:	
INCIDENT	Details				
<input type="checkbox"/> Disruption to study environment					
<input type="checkbox"/> Running around					
<input type="checkbox"/> Throwing objects					
<input type="checkbox"/> Disregards supervisor					
<input type="checkbox"/> Inappropriate language					
<input type="checkbox"/> Pushing others					