

## HOLY FAMILY CATHOLIC SCHOOL EXTENDED CARE

### **\*\*\*\*\*IMPORTANT COVID-19 INFORMATION\*\*\*\*\***

**If your child has a fever, cough, sore throat, or other Covid-19 symptoms, please do not bring your child to morning care.**

It is our goal to keep students and staff safe and healthy. Please note the following procedures that will be implemented and utilized while we are observing covid phases in our extended care both before and after school:

- Extended Care Staff will temperature check students and question students/parents about possible symptoms before admitting them into the extended care building.
- If a child has a fever of 99.4°F he or she will not be permitted to enter.
- Parents are asked to stay outside while dropping off and picking up. We will bring the sign-in/sign-out sheet to you.
- Please send a toy/toys for your child to play with during extended care time.
- We will continue to provide individual drinks and snacks.
- We will continue to emphasize proper hygiene and distancing in the extended care room.
- Students will be expected to have and wear a mask while in extended care. There will be mask breaks.
- The extended care room will be sanitized after each use.

More specific directives will be emailed as we get closer to the start of the school year.

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## MISSION STATEMENT

The mission of Holy Family Catholic School Extended Child Care Program is to provide a safe, caring, nurturing environment to students entrusted to our care before and/or after regular school hours. Children attending before and after school care will experience Christ-centered, professional supervision that promotes respect for each person and opportunities for healthy social interaction, creative activities and group or individual play. Students will be given opportunities for academic growth as they complete homework with the help of our caring team.

## **Holy Family Catholic School Extended Care Information**

### AVAILABILITY

- **Morning care** is available daily on school days from **6:45 until school report time**. Report time to class will be at 8 a.m for elementary/middle school and 8:30 a.m. for preschool.
- Students may choose a breakfast item in morning care.
- **After care** is available daily on full school days from **3:00 - 5:30 p.m.** **A charge of \$15 for every 15 minutes past 5:30 p.m. will be applied.**
- Students will be offered a snack and drink after 3:30 during extended care.
- **There is NO MORNING CARE when there is a delay.** (Check email, news, or Holy Family's Facebook page for delay info.)
- **There is NO AFTERCARE for any students on "no school" days or on scheduled or weather-related "early dismissal" days.**

### SCHEDULING:

- Once registered, parents will be given access to a google sheet calendar to utilize for scheduling their children for both morning and after-school care. If a family doesn't have access to a computer, more information will be given. **Please schedule your child AND let your child's teacher know when he or she is coming to after care.**
- **EMERGENCY USE** - Families are permitted up to four "emergency" extended care uses before being required to pay the registration fee. **If there is an emergency, parents must call the school office and speak directly to the secretary so that everyone is aware.**
- Mrs. Friday - 412.793.0555, dial "0"

### ENROLLMENT/COSTS

- **NEW FAMILIES** - \$35 for one child or \$45 per family for use of either morning or after care, \$50 for one child or \$60 per family for both morning and after care. Before being admitted attendance to extended care, parents or guardians **MUST complete the registration form below.**
- **EXISTING Families** who have utilized extended care this past year: **\$20 for use of either morning or after care, \$30 for both.**

- Hourly rate: **\$9.50/one child, \$13.50/two children.** Families are charged by the quarter hour.
- Families will be billed monthly. All payments must be made by check. **NO CASH** will be accepted. Payments should be made to SJBS with “extended care” in memo. **Parents must stay current in paying the extended care bill. If a situation arises making it difficult to pay, please contact us.**

### PLACING YOUR CHILD ON THE SCHEDULE

- You will be sent a link a week or two before each month via [holyfamilyxcare@gmail.com](mailto:holyfamilyxcare@gmail.com) email.
- Click on the link. Add your child’s first name, grade and approximate arrival time (for morning) and/or approximate pick-up time (for after care). You are not charged according to the schedule. This simply allows us to be prepared in knowing how many students are coming.
- If you have an emergency or forget and are not on the schedule, it’s okay. Just let the office and homeroom teacher know you’ll be needing care if it’s after school. If it’s morning care you need and you’re not on the schedule, it’s okay. Just bring your child.
- If you are on the schedule and no longer need care, it’s okay. Just be sure the homeroom teacher knows to send your child home instead of to after care.
- You are only billed when your child is there. You are billed to the nearest quarter hour. We do not bill by full hours.

### QUESTIONS/MORE INFORMATION

- Please email Marie DiLonardo, coordinator of extended care program, at [holyfamilyxcare@gmail.com](mailto:holyfamilyxcare@gmail.com) to express your interest in extended care or to ask any questions.

### **\*\*\*\*IMPORTANT NOTICE:**

At Holy Family Catholic School we take the safety and well being of every child very seriously. Providing a safe and positive experience and environment for all children is our priority. Our expectation is that every child will demonstrate courteous, kind, responsible, and age-appropriate behavior while in our Extended Care Program.

If a child behaves in such a way that is disruptive to students, staff, or the program, parents or guardians will be notified. We will work together to develop a plan to help a student who displays disruptive behavior. In order to provide this positive environment for every student, however, we may not be able to serve a child who repeatedly displays disruptive behavior.

**\*\*Disruptive behavior is defined as verbal, physical or sexual misconduct which requires constant attention from the staff including, but not limited to: hitting, kicking, spitting, destroying property, attempting to leave the program space, engaging in hostile verbal behavior, and engaging in other behaviors which may injure another child or staff member.**

### **Director, staff, and assistants will:**

- Establish and post clear rules and consequences.

- Speak respectfully and positively to children.
- Address behavior issues consistently, firmly, and fairly.
- Offer age-appropriate choices to redirect improper behavior.

**Extended Care students will be expected to:**

- Listen and respond appropriately to directions from director, staff, and assistants.
- Speak respectfully to others.
- Demonstrate responsibility for self, belongings, and property belonging to other students and the school.
- Participate in safe play and clean up of toys/activities.
- Be honest.
- Keep hands and feet to self.
- Exercise safe behavior.
- Stay with group or in space utilized for care at all times.

**Parents will:**

- Check email from [holyfamilyxcare@gmail.com](mailto:holyfamilyxcare@gmail.com) frequently to be up to date on information.
- Place child(ren) on google sheet schedule which is emailed monthly.
- Let the homeroom teacher know if your child is staying for after-school care. In event of a sudden change, let Mrs. Friday know so that she can let the homeroom teacher know.
- Walk students into the annex for morning care and sign them in. This will occur from 6:45 - 7:45 a.m.
- After 7:45 a.m. students move over to the main school. Parents dropping off after 7:45 a.m. may park along the fence and walk to the door at the end of the fence and press the button to be buzzed in.
- Come to annex for dismissal and sign students out of after care.
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**\*\*\*If there is ever doubt, confusion, or question about whether your child should ride the bus or go to extended care, we will err on the side of caution by keeping your child at extended care where we know he or she is safe.** We will also make every attempt to contact you as quickly as possible to make sure you know that your child is with us.

**\*\*If a student demonstrates disruptive behavior that involves disrespect to staff or other students or activity that could result in injury to self or others, a written behavior report will be presented to parent/guardian. After three behavior reports, staff and director will meet with parents/guardians to develop a plan for improved behavior for their child. After a fourth report, the parents/guardians may be asked to arrange alternative extended care services at a different facility.**

**To enroll, please complete the enrollment forms. There are two.**

Thank you.

Marie DiLonardo, M.Ed.