

St. Theodore Holy Family Catholic School

**Extended Care Program 2019-2020**



**785 Sam Houston Jones Parkway Lake Charles La. 70611**

**Phone 337/855.9465 Fax 337855.2801**

**Hours: Monday to Friday**

**3:00p.m. – 6:00p.m.**

1. The extended care **registration fee of \$20.00** will need to be paid **prior** to each student(s) beginning extended care. Extended care charges are billed in hour increments.  
**Weekly cost - \$45.00 for the 1st child, \$35.00 the 2<sup>nd</sup> child.**  
Drop In students are \$ **10.00** each occasion. **Registration Fees/Weekly Charges are payable via FACTS only.** Payments will not be accepted at the school office.
2. No matter who arrives to sign out students from extended care, there will be a **late fee charge of \$10.00**, per family for **each 15 minute increment** that the student(s) remains at extended care. This fee applies **each** occasion a student and/ or sibling(s) are not signed out prior to 6:00 p.m.
3. Accounts that are not current (paid within the billing month) will be closed and the student will not be allowed to attend extended care until the balance is paid in full.  
**No exceptions.**

**Daily Schedule**

3:30 p.m. – 3:40 p.m.	Sign-in and bathroom break
3:40 p.m. – 3:55 p.m.	Snack Time for all students Pre-K-2 <sup>nd</sup> (Group 1) and 3 <sup>rd</sup> -8 <sup>th</sup> (Group 2)
3:55 p.m. – 4:30 p.m.	Outdoor Activities Pre-K-3 <sup>rd</sup> Grade 4 <sup>th</sup> -8 <sup>th</sup> Graders may do homework or read.
4:30 p.m. – 5:00 p.m.	Outdoor time for 4 <sup>th</sup> -8 <sup>th</sup> Graders; may choose to stay in
5:00 p.m. -- 6:00 p.m.	Indoor Activities

**Discipline Policy**

Courtesy, obedience, and good behavior are expected of students that attend the extended care program. In order to provide a safe environment for all children, it is important to follow directions given by the extended care workers. Extended Care Program is part of St. Theodore Holy Family Catholic School and adheres to school policy. **Students who continue to act inappropriately may be suspended from Extended Care Program.**

**Rules and Regulations**

4. There will always be two extended care workers on duty beginning at 3:30 p.m. and both will remain on duty until 6:00 p.m.

5. Students scheduled to go to the extended care program will be sent immediately after dismissal of school. If a student is not in attendance at school during the day, they are not allowed to attend extended care.
6. If you do not attend Holy Family School you will not be allowed to attend extended care.
7. Toys may not be brought from home.
8. Cellphones will be turned in to the director and will be returned when the child is signed out of extended care.
9. Students are required to listen and follow all instructions.
10. Students will keep hands, feet, and any objects to themselves.
11. Students will be allowed to do homework. Students should bring AR books to read during quiet time.
12. Snacks are provided for the students while attending extended care.
13. **Pick-up Procedure**—Whether students are on the playground or inside the building, parents should park in the front parking lot and enter the building to sign out their student.
14. Release of a student is allowed to parents or authorized persons only. Time of pick up is recorded and persons picking up a student must sign the time sheet. Prior arrangements have to be made for persons not on authorization list. **Identification will be required. For our students safety, No exceptions.**



## St. Theodore Holy Family Catholic School

785 Sam Houston Jones Parkway • Phone (337) 855-9465 • Fax (337) 855-2809 • Moss Bluff, Louisiana 70611  
 Mrs. Charlotte Kohlenberg, Principal Reverend Aubrey Guilbeau, Pastor

### Extended Day Care Parent/Student Agreement

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**I have read, understand, and agree to abide by all policies, rules and regulations concerning the extended day care program at St. Theodore Holy Family Catholic School. I understand consistent disregard of rules of safety/behavior and unpaid fees could result in being asked to discontinue extended day care services.**

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*NOTE – A Registration fee of \$20.00 is required BEFORE a student will be allowed to attend extended care.**