

EXTENDED DAY PROGRAM

The Extended Day Program has been established to serve working families of St. Mary Elementary School who desire both Catholic education and supplementary day care in a safe and structured environment. This program provides care, supervision and recreation. The extended day program is open to registered families from 2:25 to 6 PM each full school day, and from Noon to 6 PM on each scheduled early dismissal day.

During the program the children do their homework, then they change their clothes if they wish, we provide a snack and when the weather is nice we take them outside to the playground. On inclement weather days and during the very cold days, we provide toys, games and movies in the classroom.

The extended program is staffed by our teachers and members of the staff at St. Mary Elementary School. The staff and aides work together to help our children grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others are realized.

REGISTRATION AND FEES

An annual registration form must be submitted with a \$30.00 fee.

The extended day fees are as follows:

5 days \$418.00	2 days \$237.00
4 days \$337.00	1 day \$179.00
3 days \$281.00	

Add ½ the monthly cost for each additional child.

Occasional Participant - \$40.00 per day.

Families that have not satisfied their financial obligation for prior years, will not be enrolled for the current year.

If a child is placed in the extended day program by the Administration because he/she was not picked up at the end of the school day or after school activities, the family will be billed for all applicable fees, including registration and late fees.

Your promptness is important for the success of the program. If you are late, a staff member will remain with your child. However after 6:00 PM a late fee will be charged and billed as follows. This fee goes to the teachers who stay with children after 6 PM

Pick Up

6:01 PM – 6:15 PM	\$20.00 per child
6:16 PM – 6:30 PM	\$40.00 per child

Our staff members have families who expect them to be home shortly after the close of their scheduled work day. The fees serve to discourage late pick-up, but also to help offset the cost of additional wages for the time worked after 6 PM. If late pick-ups become a routine, the school administration will determine if you need to be removed from our program.

Changes in scheduling to meet emergencies may be accomplished by calling the Program Coordinator, Mrs. Dolan.

Fees are due the first of the month, notices will be sent out the second week if payment is not received. All payments should be sent to the main office marked Extended Day Program, Attention: Mrs. Peggy Dolan.

HOMEWORK

There is a specified areas for the children to do homework. It is the child's responsibility to acknowledge his/her assignment; however, homework time is not mandatory, if the parent wants the child to do his or her homework we will do our best to get it done. If a parent does not want the child to do homework during extended day, please submit a request in writing to the extended day coordinator.

EMERGENCIES AND CHILD SAFETY

A signed Emergency contact is part of your registration form, we must have this form on file should an emergency occur at a time when parents or guardians are not reachable.

No one may take children from the extended day program without notifying program staff and signing the child out of school.

Children will not be permitted to leave the extended day premises at any time, with any person, without a written note signed by the parent or guardian.

ILLNESS OR ACCIDENT

In cases which appear to be of minor nature, first aid will be administered by the extended day staff. Medication cannot be dispensed by the extended day staff. If the child must have medication, arrange to give it at home. Parents are expected to make provisions for taking sick children home. Extended day does not have transportation available. In the event of an accident, the parent or guardian will be notified and, if necessary our local first aid will be called and the child will be transported by them to the designated emergency room.

EXPECTATIONS FOR CHILDREN'S BEHAVIOR

Any student enrolled in extended day is expected to follow the code of behavior in our student handbook. All children are expected to respect the staff, each other, the materials, and environment provided. They must NEVER LEAVE THE BUILDING OR GROUNDS WITHOUT EXPLICIT PERMISSION OF THE EXTENDED DAY STAFF. If a child's behavior infringes on the rights and safety of others, the extended day staff will consult the Administration to determine whether or not that child may remain in the program.

DISCIPLINE

All children enrolled in the extended day program are expected to follow the directions of the staff and/or student aide in charge at all times.

As in the classroom, acceptable student behavior should be demonstrated at all times during the extended day program. Disciplinary measures will be taken if any of the following persists at extended day.

1. Running in the building
2. Use of profanity
3. Hitting and/or fighting
4. Chewing gum, eating candy, drinking canned soda
5. Throwing objects
6. Leaving the building or grounds without permission of an extended day staff member
7. Defacing or destroying extended day property (tables, chairs, walls, toys, games, books, bathrooms, etc.)

Excessive reprimanding will result in written notification to the parent or guardian. It must be signed and returned to the extended day program the following day. If the behavior of the child persists after written notice and their behavior infringes on the rights and safety of others, the extended day staff will consult the administration to determine whether that child may remain the program.

TOYS FROM HOME

We cannot be responsible for toys brought from home, it is the child's responsibility to make sure his or her toys are labeled and they take them home at the end of the day. We are certain the children will find our toys both entertaining and enjoyable.

SNACKS

Extended day provides a small snack and water is available to drink. If you would like you child to have something other than the group snack, please feel free to send it in with you child. NO GUM, LOLLIPOPS, CANDY OR CANNED SODA.

EARLY DISMISSAL DAYS

On days that the school has an Early Dismissal the children must bring their lunch, the cafeteria is closed. We will take the children to cafeteria to eat the lunch.

PLAYWEAR

The extended day staff is not responsible for school clothing. When the children change they must put their clothes away in their backpack. We strongly encourage the children to bring a change of clothes, and in cold weather a warm coat. We will be going outside weather permitting.. School uniforms (including ties) must be labeled with the child's name to avoid mix-up after changing into playwear. We cannot be responsible for untagged clothing.

STUDENT AIDES/ COMMUNITY SERVICE HOURS

Girls and boys in seventh and eighth grade and high school students may do their Christian service hours, helping with homework and supervising playtime on the playground. They must see the Program Coordinator to apply to work with children.