

August 2020

Dear Parents and Guardians,

Welcome to Ave Maria Academy's Extended Day Program. This will be available from 7 am – 8 am before school and from 3:00 pm – 6:00 pm after school for children in our full time 4-year-old all day prekindergarten through eighth grade. The Extended Day Program follows the school calendar beginning on the first FULL day of school and ending on the last FULL day of school. Extended Day services will not be offered during school vacations, holidays, snow days, or any other unforeseen emergency that would close Ave Maria Academy. Our Before-School Program will not be available on days where we have a two hour delay and our After-School Program will not be available on early dismissal days.

The purpose of our program is to provide a safe, convenient, affordable care within our Catholic environment for our school families. Students will have the opportunity to work on homework, have a snack, and participate in recreational and enrichment activities. Our program is supervised by certified Ave Maria staff under the direction of the school principal.

There is a \$10 Annual Registration Fee per family, that must be paid every year. The hourly fee schedule is as follows:

Families with K-8 students only:

1 child - \$8/hr

2 children of the same family - \$14/hr

3 children of the same family - \$16.50/hour

Families with 4 Year Preschool-8 students:

1 child - \$10/hr

2 children of the same family - \$15/hr

3 children of the same family - \$17.50/hour

If a parent is delayed picking up their child(ren) after school, the child(ren) WILL NOT automatically be sent to Extended Day. Parents will pick their child(ren) up at the school office. Only students registered for Extended Day are permitted to attend.

To participate in the Extended Day Program, please complete the following:

1. Read the Extended Day Agreement and Guidelines.
2. Complete, sign, and submit the registration form with completed emergency information before the first day of school.
3. Pay the \$10 annual registration fee. (cash or checks made payable to Ave Maria Academy)
4. Fill out the Program Attendance Calendar on a monthly basis.

If your child(ren) participate in an after school sport or activity, and you intend to send them to the After School Extended Day Program, you must indicate that in the Monthly Reservation Form or send a note or email to the school so that Extended Day staff know when to expect your child(ren) to arrive in the Extended Day room. Also, it is your responsibility to let the coach or moderator know that your child will need to go to Extended Day following the sport or activity.

We look forward to offering a successful Extended Day Program that will meet the needs of our school families.

Sincerely,

The Ave Maria Extended Day Staff

Ave Maria Academy
Before and After School Extended Day Program
Agreement and Guidelines

1. I will complete and submit the Extended Day Attendance Calendar by the 25th of each month. Copies of our monthly calendars are available on our website or they can be picked up at the Mt. Lebanon and Bethel Park Extended Day classrooms.
2. I understand that I will be billed at the beginning of the month, for the previous month's usage. I also understand that payment must be submitted by the due date listed on the invoice.
3. I understand that services can be suspended for lack of payment, discipline problems, and/or a violation of any school handbook policy. The Extended Day Program is considered an extension of the Ave Maria Academy day.
4. I understand that the fees are as follows:

\$10 Annual Registration Fee must be paid by all families

All fees are charged by the half hour

Families with K-8 students only:

1 child - \$8/hr

2 children of the same family - \$14/hr

3 children of the same family - \$16.50/hour

Families with 4 Year Preschool-8 students:

1 child - \$10/hr

2 children of the same family - \$15/hr

3 children of the same family - \$17.50/hour

5. I will pick up my child(ren) no later than 6:00 pm. After 6:00 pm, an additional fee of \$25 will be charged.
6. I will complete the enclosed **Registration Form, including all emergency information**, and return it to school before my child(ren) begins the program.
7. I will drop off and/or pick up my child(ren) to the Extended Day room at my school site and I will sign them in and/or out each time I drop them off and/or pick them up.
8. The Extended Day Program will be available for every **FULL DAY** of school. (Exceptions will be noted on the monthly calendar). **There is NO before school extended day when we have a 2 hour delay. There is NO after school extended day on half days**
9. I understand that if school dismisses early due to inclement weather, the after school program will be cancelled. If school does not dismiss early but the weather deteriorates after 2:15 pm, it may be necessary to close the program for that day. Parents/guardians will be notified.
10. The Extended Day Program will be **closed** due to:
 - a. Problems with the building
 - b. School closing due to weather
 - c. Emergency situations (**Please have a plan in place for your child to follow**).

11. I understand that only the people listed on the registration form will be allowed to pick up my child(ren). If someone other than those persons listed will pick up my child(ren), I will send a note to school notifying the Extended Day staff who will be picking up my child(ren). **I will also notify the person picking up my child(ren) that they will be asked to show a form of ID when they pick up my child(ren).**
12. I will provide a nutritious, **NUT-FREE snack** for my child(ren) to enjoy while at the Extended Day Program. The Extended Day staff does **NOT** provide snacks to students due to liability issues and allergy/dietary concerns.
13. I understand that in accident cases that appear to be minor, first aid will be administered. In more serious cases, a staff member will make all efforts to contact the parent/guardian to come and pick up the child. If a parent/guardian cannot be reached, other persons listed on the registration form as emergency contacts, will be notified. In the event of an emergency, EMS will be contacted immediately for assistance. Parent/emergency authorized person will then be notified.
14. I understand that **NO MEDICATIONS WILL BE ADMINISTERED** during Extended Day hours. (Rescue medications such as an Epi-Pen and inhalers will be used if provided by the parent/guardian in case of an emergency).
15. I understand that if my child becomes ill while at the Extended Day Program, I will be contacted and will pick up my child. I also understand that if my child leaves school due to illness, he/she is not permitted to come back to attend the Extended Day Program that day.
16. I understand that the behavior expectations are outlined and should be followed as provided in the General Rules and the Discipline Code sections of the Ave Maria Academy Parent/Student Handbook. Students are expected to respect the staff, each other, and the environment provided for them.
17. I understand that any infraction of the Extended Day rules can result in complete dismissal from the program.
18. In the event that there is a change for my child(ren)'s attendance at the Extended Day Program on any given day, I will contact the School Office by 2:00 pm or if known in advance, send a note to the office. **Should someone other than the parent be picking up a child(ren) on any given day, a note or email of permission MUST be sent to school for the teacher and the Director. That person should have an ID available to show the Extended Day staff.**
19. I understand that all terms listed in this guideline are subject to change at the Administrator's discretion.
20. Ave Maria Academy Extended Day does not provide 1:1 homework/subject tutoring. We provide assistance as needed for grade level group work only.

Ave Maria Academy
Before and After School Extended Day Program
General Rules:

- Stay in the program area – no leaving any room without an adult for any reason.
- No running inside, except in the gym under adult supervision and permission.
- Respect and Listen to the Extended Day staff and each other. *Bullying is not tolerated at any time. Student(s) guilty of such behavior will be suspended/removed from the program.
- Students are responsible for cleaning up after themselves at all times.
- All students and staff must wash hands after using the restroom.
- School classrooms are off limits to everyone
- When in the program area, do not touch materials, books, etc. that are not your property.
- Toys from home are permitted, but are not the responsibility of the Extended Day Program. Electronic games are allowed only if the content is acceptable for all ages. If a game is not acceptable, it will be confiscated and your child will no longer be allowed to bring the game to Extended Day.