



ST. HUBERT CATHOLIC SCHOOL

255 Flagstaff Lane, Hoffman Estates IL 60169

Phone: 847-885-7702

Mrs. Julie Martin, Principal

Mrs. Stephanie Cilek, Assistant Principal

office@sthubertschool.org



EXTENDED CARE HANDBOOK

For the School Year 2021-22

The Extended Care Program provides professional care, supervision, recreation and enrichment activities for your child. It serves working families who desire both Catholic school education and supplementary day care in a Christian environment. The program is open only to students enrolled in St. Hubert School. The before-school program begins at 6:30 am until class time for Pre-K through 8th grade. The after-school program begins following school dismissal and extends to 6:00 pm for those children enrolled in all-day Pre-K through 8th grade.

The program allows a child to experience a diversity of growth activities within a Catholic environment, and activities that are planned to compliment the philosophy and value systems of the school and the family. Arts and crafts projects, games, snack time and outside play are some of the activities. Also, there is a time set aside for homework.

Our goal is to provide individual attention, careful supervision, security and consistent care for your child.

The program is staffed by an experienced director and/or teacher-aides. The number of staff is dependent on the enrollment in the program. The staff will work to help each child grow in maturity and in self-respect, as well as to maintain an atmosphere wherein respect and understanding for one another is realized.

By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect.

Mrs. Cindy Helm

Extended Care Director

chelm@sthubertschool.org

EMERGENCIES/SAFETY

With the child's safety and well-being in mind, the parent must fill out an emergency card, and then adhere to the given instructions:

- The location of the Extended Care Program is to be determined (TBD).
- Parent/guardian should not take a child from the schoolyard or other areas without notifying the Extended Care staff.
- A child will be released only to a parent/guardian or an adult listed on the Registration Form.
- A child will be released to another adult if a written note is received from the parent who signed the Extended Care Program registration form. In an emergency, a phone call to the school office will be accepted.
- Telephone requests to send a child to a particular place after school will not be honored.
- Parents/Guardians are required to sign out each child at the end of the day. Please indicate the time you are picking up your child when you sign them out.
- Your child must be picked up by **6:00 pm**.
- Parent(s) pick up all their children at the same time. The location of pick up is TBD.

Fees

Fees are the sole support of the St. Hubert Extended Care Program. The program is not subsidized by the parish.

Fees must be paid in advance. Ordinarily, statements will be given to parents on Monday and must be paid on Thursday for the following week. A late charge of \$5 will be assessed for late return of statements. Parents who know in advance that their child will not be using the program at all during the following week will not be charged.

Regular and prompt payment of fees enables us to pay salaries and provide ample supplies, equipment and snacks. If a parent fails to pay fees as scheduled, the child will not be permitted to continue in the program.

Please pay by check. Your cancelled check will be your receipt. Please put your check in the Extended Care envelope. In January, we will provide a statement of fees paid to date for income tax purposes. ***A \$20 charge will be assessed for all returned checks.***

Staff members are employed only until 6:00 pm. Children must be picked up by that time. Late fees are \$10 from 6:00 pm – 6:15 pm and one dollar per minute thereafter and will be strictly enforced.

<u>Registration Fee:</u>	\$60 Per Family
<u>Before-School Fees:</u>	\$10/day
<u>After-School Fees:</u>	\$20/day per child

Hours:

Before-School Care Time:	6:30 am until class begins
Extended Care Time:	After school until 6:00 pm (except on days we are not in session)

The Extended Care Program follows the school calendar. **When school is canceled, extended care will not be in session. Extended Care is not provided on days when school is dismissed at 10:30 am.** Please visit the school's website at www.sthubertschool.org for a current school calendar.

General Information

Absence:

If you know in advance that your child(ren) will be absent from the program for any amount of time, please notify Mrs. Helm through the school office. When you call the school to report your child's absence, ask that Mrs. Helm be notified. If you take your child home from school for any reason, leave a written message for Mrs. Helm.

Behavior:

Each child is expected to be respectful of self, others and the materials used. The child reports to the designated area after school and may not leave the building or grounds without explicit permission from Mrs. Helm. Any child receiving three (3) Behavioral Warnings will be suspended from the Extended Care Program for one (1) week.

Homework:

Homework is scheduled for approximately 1 hour. It is the child's responsibility to acknowledge the assignments and to use the resources available. The staff has no way of knowing what homework, if any, has been assigned to a student.

Outside Activities:

Parents of children enrolled in the Extended Care program are required to make arrangements with another adult to bring their child /children to the outside activities included but not limited to: scouts, band, piano, tutoring, sport activities, etc.

Special Procedures:

Illness or Accident: The procedures followed during the school day will be followed when your child is participating in the Extended Care Program. A parent will be expected to make provisions for taking the sick child home.

Toys from Home:

A child is not to bring any toys from home. These items are very personal and important, so the child feels they must be defended and protected. This is not consistent with a sharing atmosphere. If you wish to donate toys or games to be used by all the children, please contact Mrs. Helm.

Clothing from Home:

If a parent chooses, a child may bring play clothes to change into for the after school Extended Care Program. All clothing must be clearly labeled with the child's name.