



**St. Louis de Montfort School
Extended Care Program * 805-868-0227**

The Extended Care Program extends the ministry of the school to our families. Our mission is to provide quality, safe care for St. Louis students after school. The John Mahan Room in the SLdM Community Center, lunch area and playground are used. Our grounds are safe, supervisors well-qualified, and the discipline standards of St. Louis de Montfort School and guidelines of the Los Angeles Department of Catholic Schools are followed.

Admission

Students enrolled in St. Louis de Montfort School are eligible for registration in the Extended Care Program (ECP). To be admitted to the program, each child must have an Emergency Card completed and on file with the school office and the ECP Director. Forms are sent home the first day of school.

Activities

- Lunch (not provided) Wednesdays & early dismissal days (TK-8)
- Outdoor recreation, independent and directed
- Homework period
- Indoor games, directed and independent
- Arts and Crafts
- Possibility of tutoring available

Fees

Registration Fee:

- \$20.00 per family (nonrefundable) – for administrative costs and part of the snack provided.

Hourly Fee:

- \$4.00 per hour for 1 or 2 children, \$3.50 for three or more children.

Fees are billed on a quarter-hour basis. They are billed weekly and will be posted to your TADS Tuition account by the 20th of the month. Please be sure to check your TADS Tuition account to see your new charges. If you have any questions or concerns regarding the weekly billing, please contact Anne Peña in the school office.

All late fees are applicable per your TADS agreement.

General Information

The Extended Care Program is open from school dismissal until 5:30 p.m. Any time after 5:30 p.m. is considered *after hours* and subject to a charge of \$10.00 per every 15 minutes. There are no exceptions for these charges. It is strongly recommended that you have someone you can call in the event you are unable to pick up your child on time.

All students (TK-8) still on campus at 3:15 on regular days or at 12:45 on Wednesdays, ARE SENT TO EXTENDED CARE with the exceptions of those students involved in after school sport activities and directly supervised by an adult. Siblings of students in sports activities must be checked in and supervised in the Extended Care Program.

Lunches and Snacks

TK-8 students will bring lunch from home on Wednesdays and other early dismissal days. Snacks are provided for students on the other four days around 3:30. Snacks will consist of a granola bar or the like, and milk. If your children require more to eat, please supply them with an extra snack.

Picking Up Your Children

As a security measure, your child is only permitted to leave school with someone whose name is on the ECP emergency card. Parents (or those designated by the parents) pick up students and **sign them out** from the Extended Care room.

No child is permitted to walk home unless cleared through the Principal with a written note from the parent.

Attendance

To ensure proper staffing and communication, the Extended Care supervisor must be informed in advance that your child will not be attending on any given day. Written notice of not attending by 3:00 p.m. the previous day, is required.

Teacher In-service Days

Extended Care *may* be offered when school has in-service days.

Care is offered from 7:30 AM – 5:30 PM.

The day is staffed based on how many have pre-registered to attend. In-service day Extended Care has its own “Flat-Rate” fee schedule to ensure costs are covered and staffing is adequate.

“Half Time” = \$20/child for 7:30 am 12:30 pm (or anytime within this period). After 12:30 \$4 per hour

“Full Time” = \$40/child for 7:30 am – 5:30 pm (or anytime within this period). After 5:30 late fee applies

We bill your TADS account for coverage. Coverage is billed as Half-Time or Full-Time per the above fee schedule (not hourly). You are billed for coverage if you sign-up regardless of if your child attends. If you do not pre-register and “drop-in” instead, your child is permitted to stay only if staffing can accommodate.

Illness

In the event of an illness you are called to pick up your child. We are not allowed to administer any medication. (California Law)

2021-2022 Policies and Procedures

1. Children not picked up by the end of dismissal are checked into the ECP.
2. The first use of the ECP will include a \$20.00 registration fee (if not already registered.)
3. Any part of an hour is charged as a quarter of an hour.
4. A fee of \$10.00 per every 15 minutes will apply after 5:30 p.m. Frequent lateness in picking up a child is grounds for terminating the child’s participation in the program.
5. Payments are due the 20th of the month. All late fees apply per your TADS agreement.
6. Any child whose parents fail to meet these payment expectations, when due, will not be eligible to continue in this program.
7. The adult picking up a child must sign them out. If the children are outside, **check with the person on duty before leaving with your child.**
8. Permission for release of students must be on file in Extended Care. Parents must send a written note if they want children picked up by someone not listed.
 - a. The school emergency card states who may pick up your child in case of emergency and states which adults have your permission to pick up your child under normal circumstances (i.e. neither an emergency nor earthquake).

9. Students are not allowed to walk to nearby food establishments and come back into Extended Care.
10. I understand that my child may not use their cell phone during Extended Care hours. They may ask to use the Extended Care phone if they need to make contact.
11. No child is released to anyone under the age of eighteen unless there is a written release of responsibility on file, signed by the guardian.
12. Failure by a child or guardian to follow Extended Care rules and regulations may result in the child's exclusion from the program.

Discipline

ALL RULES AND REGULATIONS THAT APPLY TO THE SCHOOL ARE ALSO APPLICABLE TO EXTENDED CARE. (See Parent/Student Handbook)

Parent Responsibilities

1. Pay fees promptly
2. Pick up children on time
3. Sign children out when they are picked up and check in with person on duty before leaving.
4. Notify the supervisor of any schedule change
5. Provide lunch on 12:30 dismissal days for K-8 grades and all days for TK students
6. Provide extra snack, if desired

Full time

Includes all school days from dismissal to 5:30 p.m., beginning August 18, 2021.

Part Time-Wednesday Only

Includes Wednesday 12:30 dismissal days.

Drop In

Includes any of the above days. Open to SLdM families who occasionally want to utilize the ECP.

- \$4.00 per hour for each child.

*** Drop in students must have a note from the parent and turn it in to their teacher the morning that services are required. The registration fee (a one-time only fee) is payable with the note.**

DATES THERE IS NO EXTENDED CARE:

Any day we have school, we have extended care. **On Teacher Professional Development days, extended care is offered if 15 students sign up, otherwise it is not a guaranteed day. The following are school holidays:

Sept. 6	Labor Day
Oct. 11	Teacher Professional Development Day**
Nov. 11	Veterans Day
Nov. 22 - 26	Thanksgiving Holiday
Dec. 20 - Jan. 4	Christmas Holiday
Jan. 17	Martin Luther King Day
Feb. 18	Teacher Professional Development Day**
Feb. 21	Presidents' Day
March 18 & 21	Religious Education Congress/Teacher Professional Development Day**
April 15-April 22	Easter Holiday
May 30	Memorial Day

ST. LOUIS DE MONTFORT EXTENDED CARE PROGRAM CONTRACT 2021-2022



St. Louis de Montfort School offers an Extended Care Program 3:00 pm - until 5:30 p.m., Monday, Tuesday, Thursday, and Friday, and on Wednesday's 12:30 until 5:30 p.m. Extended care begins August 18, 2021 enrolled students whose parents desire this arrangement for the purpose of providing time for homework, arts and crafts, and supervised play.

The undersigned guardians agree to pay a \$20.00 yearly registration fee. Published fees are paid on the 20th of the month. A \$10.00 per every 15-minute late fee is charged for any pick-ups after 5:30 p.m. as well as any TADS late fee assessed per your TADS agreement. Frequent lateness in picking up children is grounds for terminating the child's participation in the program. Any child whose parents fail to meet these payment obligations, when due, is not eligible to continue in this school program.

Failure of a student or guardian to comply with the rules and discipline requirements of the Extended Care program, the school or the Archdiocese of Los Angeles, as stated in the Parent/Student Handbook or as adopted, may be cause for the student to be removed from further participation in the program. A conference with the principal is necessary before a student is removed from the program.

The undersigned guardians agree to indemnify and hold harmless the Archdiocese, the school and all of their agents, employees, consultants (paid or volunteer), from any loss or liability arising out of the Extended Care program as such loss or liability relates to the children covered by this contract.

The undersigned guardians are aware of and agree to follow the policies and procedures of the Extended Care program.

The names and grades of my children to be included in the program are:

NAME	GRADE
1. _____	_____
2. _____	_____
3. _____	_____

My Children will attend:

Transitional Kindergarten – 8th Grade *\$4.00 per child () Full time - Monday – Friday - times _____

Transitional Kindergarten – 8th Grade *\$4.00 per child () Part time - Wednesday only - times _____

TK – 8th Grade *\$4.00 per child () Drop in – only use occasionally

*\$3.50 per hour for 3 or more children.

Guardian Signature Date _____

Guardian Signature Date _____

Enclosed is my \$20 registration fee: _____ cash ___ check# _____

Please bill my TADS Tuition account the \$20 registration fee: yes: _____ no: _____