

# Holy Cross Academy

## Extended Care Program

*Revised July 2019*

It is our pleasure to welcome you to the Holy Cross Academy Extended Care Program. Our goal is to provide a safe, happy, and enjoyable environment where your child will be able to play with his or her friends or to make new friends. We provide some games and a limited amount of toys that children can use or they may bring something from home that they may want to share with other children.

There are some rules that we ask the students to observe. We also ask that they be respectful of the other students and the staff. Games and toys that belong to the school should be treated the same way a child would treat a toy that is their own property. All children are asked to put things in order and to clean up the area where they were playing before they leave.

A place is provided for students to do their homework but students may need to finish their homework at home if they are having difficulty. Basic school supplies will be available for students to use. **It is the primary responsibility of the parents to ensure their child's homework is complete.**

All families participating in the EXTENDED CARE PROGRAM must complete the Extended Care Registration Form and the Extended Care Profile Form. To register your child and assist us with evaluating our staffing requirements, please return the completed forms to the School Office.

The BEFORE-SCHOOL Program will be offered beginning the first day of school. This program will begin at 7 AM with dismissal to the classrooms at 8 AM for the junior high students and 8:15 AM for the primary grade students. **ANYONE ARRIVING AT SCHOOL BEFORE 8 AM WILL BE CHARGED ONE FULL HOUR OF BEFORE-SCHOOL FEES.**

For the safety of your children, all students must be accompanied by an adult, enter through the side door of the cafeteria and be signed in. **PLEASE NOTE THAT BEFORE-SCHOOL CARE WILL NOT BE OFFERED ON TWO-HOUR DELAY MORNINGS.**

AFTER-SCHOOL CARE will be offered beginning the first day of school. The hours are 2:55 PM – 6 PM. We ask that all children bring a snack with them every day. For those who forget to bring a snack, a snack will be available for purchase for the cost of \$.50 per snack and will be added to your weekly bill. **AFTER-SCHOOL CARE is NOT OFFERED ON HALF DAYS OR EMERGENCY EARLY DISMISSAL DAYS.** For the safety of your child, all children are to be picked up in the cafeteria and signed out in the presence of a staff member.

**ALL FAMILIES MUST NOTIFY EACH CHILD'S TEACHER IN WRITING OF SPECIFIC AFTER-SCHOOL CARE INSTRUCTIONS.**

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**All families using the program must complete an application form and return to school with a non-refundable registration fee of \$15. Your application will not be accepted until all previous school year accounts are paid in full. YOU MUST REGISTER EACH NEW SCHOOL YEAR.**

**Extended Care (Before and After School Care) Fee Schedule**

1 Child per hour	\$6
2 Children per hour	\$10
3+ Children per hour	\$13

Once a child arrives at the program, the first hour is charged. This includes any child who misses their bus as well as “walkers” who are not picked up by 3:15 PM. The second hour is charged after 4 PM and the third hour is charged after 5 PM.

A late pick-up fee of \$20 per child will be assessed to any family picking up their child after 6 PM.

A \$ 10 late payment fee will be charged for outstanding weekly bills.

It is our goal to offer these services at a cost below outside facilities. Due to our reasonable rates, convenient last-minute service and not being required to pay in advance, all accounts must be paid in full weekly.

Bills are generated every Friday and sent to your child’s homeroom on Monday morning. Payment is expected upon receipt of the bill. ALL ACCOUNTS THAT ARE NOT PAID IN FULL WEEKLY WILL HAVE THE LATE PAYMENT FEE OF \$ 10 ADDED THE FOLLOWING WEEK.

To maintain an accurate verification of payments, all accounts must be paid by check, money order, or cashier’s check made payable to Holy Cross Extended Care. Cash will not be accepted. If payment is not received within four weeks, the child will not be permitted to attend Before School Care or After School Care until full payment is received.

Please feel free to call the school (412) 364-7171 and/or the extended day (412) 364-8999 ext 8336 if you have any questions.

Thank you for choosing our Extended Care Program. We look forward to seeing those happy faces.

Sincerely,

Mrs. Karla Seidl  
Mrs. Fran Hein

Holy Cross Academy  
Extended Care Program  
Registration Form

FAMILY NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

The following telephone numbers may be used in cases of emergency:

\_\_\_\_\_  
(Father's Last Name) (First Name) (Cell Phone) (Business Phone )

\_\_\_\_\_  
(Mother's Last Name) (First Name) (Cell Phone) (Business Phone)

\_\_\_\_\_  
(Guardian's Last Name) (First Name) (Cell Phone) (Business Phone)

***Illness or Accident or Leaving School Premises: In the event of apparently serious illness or accident, when I cannot be reached, I wish one of the following to be notified by telephone. They are authorized to act in my absence, and they have SIGNED their names on this form. They may also release my child from the school.***

\_\_\_\_\_  
(Name) (Phone) (Signature)

\_\_\_\_\_  
(Name) (Phone) (Signature)

***The following person(s) MAY NOT pick up my children:***

\_\_\_\_\_

\_\_\_\_\_

