

# St. James School Extended Care Program Handbook

St. James School offers an Extended Care Program (before and after school) for our families. This program offers a safe, structured program for our students before school (7:00 – 8:10 a.m.) and/or after school from 3:05 – 5:30 pm. Student behavior expectations in the Extended Care Program are the same as for the regular school program. If behavior problems are persistent, a child may be removed from the program.

## Hours:

### On full school days

7:00 a.m. – 8:10 a.m.

3:05 p.m – 5:30 p.m.

### Early Dismissal days

1:00/1:30 p.m. – 5:30 p.m.

**Please NOTE: NO care will be provided on 12:00 NOON dismissal days.**

A school closing due to weather or other emergency will result in the cancellation of the Extended Care Program.

## Registration:

To register your child(ren) for the Extended Care Program, the completed registration form and emergency form must be returned to the school office prior to participation in the program. Please be sure to include correct home and emergency phone numbers.

## Fees:

A \$25.00 non-refundable, annual registration fee will be required per family/per year. This also applies to families who are planning on utilizing the Extended Care Program on an occasional basis.

## Hourly Fee:

The cost for participation in the Extended Care Program with a minimum of ½ hour billed is

\$3.50 per hour per child for those who use the program daily

\$4.00 per hour per child for those who use the program occasionally

## Late Pick-up Charge:

\$1.00 per each 1 minute will be charged if children are not picked up from the Extended Care Afternoon Program by parents at the schedule time.

## Payment:

Families who use the program MORE THAN 2 DAYS PER WEEK will pay \$200.00 per child due at the beginning of each month. Statements will be mailed at regular intervals. Your child will not be allowed to attend if there are no funds in your account.

INFREQUENT BASIS ONLY – Parents who intend to use the program on an infrequent basis only will be asked to deposit \$50.00 per family when they register for the program.

Any unused funds will be refunded at the end of the year. If you wish it could be applied to Tuition or Extended Care funds for the following year.

Fees are the sole support of the St. James Extended Care Program. The Extended Care Program is not subsidized in any way by St. James School or Parish.

**Emergency Contact:**

If any emergency arises at any time during the Extended Care Program hours, parents are asked to contact the program staff through the cellular phone at 847-989-2277.

Parents are asked to keep this cellular number with them at all times in order to facilitate contact with Extended Care Program staff.

**Parent Responsibilities:**

Completing and submitting all forms prior to their child's acceptance into the Extended Care Program.

In order to maximize safety and security, children will only be released to those persons indicated on the child's Emergency Form, who present proper identification. Any changes to the information must be provided to the office in writing.

Parents who wish to make alternate plans for their children during those times their children are scheduled to participate in the Extended Care Program must place such requests in writing. Telephone requests made by parents as well as "word of mouth" permission/instructions **WILL NOT BE HONORED** by the Extended Care Program Staff.

All children participating in the Extended Care Program before school must be escorted into the program site and signed in. A parent or an authorized designate must pick up and sign out the children from the after school program.

**Medical:**

The Extended Care Program staff is unable to dispense medication of any kind to children participating in the program.

**Clothing and Attire:**

Children participating in the After School Program may bring a change of clothing. However all clothing, including uniforms, must be labeled with the child's name. Inappropriate clothing worn children during the After School Program will result in a loss of this privilege.

**Toys:**

Children participating in the Extended Care Program may bring toys from home to play with. However, electronic games are not permitted. Neither the Extended Care Program nor St. James School assumes any responsibility for lost or damaged toys. Program staff does encourage the children to share their toys.

**Discipline:**

Removal from the group for short periods of time.

## Daily Schedule:

### Before School :

- 1) Attendance is taken
- 2) Children are welcome to bring their breakfast. Program staff provide children with the opportunity to eat their meal in a relaxed atmosphere.

### After School:

3:05 – 3:30 p.m. : Attendance is taken. Snack time.

3:30 – 4:00 p.m. : Quiet and homework time. Your child will be asked to do their homework at this time. It is the child's choice whether to do their homework or read quietly. All children are required to keep a book of their choice in their backpacks to read during this time.

4:00 – 5:30 p.m. : Activity of the day.

The activities are on a rotating schedule and students are encouraged to participate. The schedule is as follows:

- 1) Arts/ Crafts
- 2) Open Activities
- 3) Computer Lab – this activity is available to those students who the staff feels can handle themselves independently on games and activities provided.
- 4) Game Day
- 5) Movie or BINGO

5:30 p.m. : Child(ren) are signed out by authorized adult.

### **Snack:**

Parents are encouraged to provide a nutritious snack (drink optional) each day for children who participate in the Extended Day Program. Children participating in the program will NOT be permitted to purchase soft drinks from the school vending machine.