



# *St. Rose of Lima School*

## **Information Sheet ~ EXTRA CARE PROGRAM**

St. Rose Extra Care Program strives to create a safe and enjoyable atmosphere for the children who attend our school in grades Kindergarten through Eighth. It is designed to meet the needs of working parents while allowing students to play, work and enjoy various indoor and outdoor activities under the direction of dedicated staff. Children are expected to act appropriately and respectfully or they will be asked not to return to the program. The Extra Care Program will operate only on the days that the school is in session.

### **I. Rules and Regulations**

#### **A. Information Regarding Dismissal and Changes in your Child's Routine**

All teachers are notified of the participating students enrolled in the Extra Care Program. It is extremely important, and the responsibility of the parent, to notify the Extra Care Program throughout the year of any changes in the dismissal and/or attendance of the student.

While we attempt to meet the needs of our families' varying schedules, it is extremely important that we are notified of any changes in your child's schedule. A note to the child's teacher and a message to Mrs. McDonald before 2:00pm should clearly state the date and reason of absence or late attendance from Extra Care such as:

- Going home after school
- Attending an in-school extra curricular activity, such as Brownies, sports, clubs, etc,
- Also, indicate if your child/children will attend Extra Care after the in-school extra curricular activity.

These procedures are put into place to insure the children's safety and should be followed at all times.

If your child utilizes the Extra Care Program on a random basis, these same procedures should be followed.

#### **B. Signing In and Out**

An **Extra Care Sign-In** Sheet will be provided for **Before Care** in order to record the time, student's name and your signature. An adult **must** bring the children into the building and sign the children in. Children cannot be dropped off at Extra Care in the morning without a signature. Please utilize side playground entrance to enter school building where the child care provider will buzz you into the building.

An **Extra Care Sign-Out** Sheet will be provided for **After Care** in order to record the time, student's name and your signature. Please make sure that the exact time of pick up is clearly written. If no time is written you may be charged the maximum rate.

All children must be signed-out by designated adult. Please utilize side playground entrance to enter school building where the child care provider will buzz you into the building.

Children will only be dismissed to the designated persons on your registration form, so please notify the school and Extra Care of any changes or have a written note stating who will be picking up your child(ren) that day from the program. Please make sure that anyone you have designated to pick up your child(ren) has a photo ID with them. (All parents should bring ID during the first few weeks of school.)

C. Discipline

Good behavior and respect for one another is a must at St. Rose of Lima School. Any serious misconduct will be handled as follows:

- A verbal warning concerning the misconduct
- Removal from activity
- Parent will be notified if conduct does not improve
- Ms. Crowell will conference with child and parent
- A conference with the principal, supervisor, parent and child

D. Late Pick-Up

The Extra Care Program ends at 6:00pm sharp

Please be advised that anyone arriving after this time will be charged an additional \$1.00 per minute. (If this occurs more than three times a meeting with Ms. Crowell must be scheduled to determine if the program is a good fit for your schedule.)

E. Concerning After Care Only

There is no After Care Program on the half days before Thanksgiving, Christmas, Easter Vacation and the last day of school.

F. Inclement Weather

In case of an emergency closing because of hazardous weather, the Extra Care Program will not be in session. Any delays in the start of school will result in there being NO Before Care session, but After Care will resume as usual. If there is an early dismissal due to hazardous weather there will be no After Care.

II. Program Fees

A. Extra Care Payments

1. All payments should be made by check to St. Rose of Lima School
2. Be sure all payments are placed in an envelope labeled with your name and Extra Care
3. Extra Care payment is due no later than one week after distribution of statement
4. *A late payment fee of \$5 will be charged for each week a payment is overdue*

B. Extra Care Program Cost

Before School Care

\$8.00 Per Day Per Child 7:00-7:55am

After School Care

Number of Children	Until 4:30pm	After 4:30pm	Extended Care -1/2 Days
One Child	\$12.00	\$15.00	Additional \$9.00
Two Children	\$18.00	\$20.00	Additional \$9.00 Per Child
Three Children	\$20.00	\$22.00	Additional \$9.00 Per Child

Lateness – Pick up after 6pm will result of a charge of \$1.00 per minute

EMERGENCY USE FOR NON-REGISTERD STUDENTS

\$25.00 Per Day Per Child 2:30 – 6:00 pm

I \_\_\_\_\_, have read all the information concerning the Extra Care Program and agree to cooperate with all rules and regulations stated.

Family Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_