

**MISSION:** The purpose of the program is to ensure the safety of those students who must arrive on the school premises early (before 7:30am) and those who must stay on the school premises late (after 3:30pm on Tuesday-Friday; after 2:35pm on Monday; and after 1:20pm on 1:00pm dismissal days). We want to accommodate parents who work or are otherwise engaged and are unable to pick up their child/children from the school at the regularly-scheduled dismissal time. The school does not accept responsibility for any student left on our school grounds after the hours stated above unless he/she is enrolled in the extended day program.

**ADMISSION REQUIREMENTS:** Attendance in the program is a privilege, not a right. Both parents and students must understand that failure to comply with the school's rules and regulations will be grounds for terminating a child's enrollment in the program. Children must be students at Holy Spirit Catholic School in order to attend. The program is open to all students from Grades PreK3-Grade 12. A registration form is required of all attendees. The program is open only on school days. Drop-ins are welcome on an as-needed basis.

**HOURS OF OPERATION:** Children may arrive as early as 7:00am for morning care. The Extended Day Program begins at 3:10pm on Tuesday-Friday, 2:15pm on Monday, and 1:00pm on early dismissal days. Extended Care ends promptly at 6:00pm. If children are not picked up by 6:00pm, an extra charge of \$1.00 per minute per child will be charged.

**RECORDS:** The Extended Day staff will have access to directory information about each child. This includes names, addresses, family members, telephone numbers, email addresses, etc. The staff will keep records of discipline and accidents, and this information will be made available only to those who have a legal right to such information.

**SIGN IN:** All students who arrive on the premises before 7:30am and remain on the premises after hours (3:30, 2:35, or 1:20) as previously mentioned, will be required to sign in.

**FEES:** A fee of \$10.00 per day per child shall be paid for the services of this program. Morning Care fee is \$2.00 per day per child if the child arrives before 7:30am. If your preschool child is not part of the full-time preschool program, you may pay a fee of \$15.00 per day for the Extended Day services. You will be billed at the end of each month. Please **do not** pay these fees with tuition or other payments. It is the responsibility of the parents utilizing this service to ensure that bills are promptly paid. Unpaid bills shall be subject to the same strictures as tuition. Fees will be paid through the school office or by mail. Please make checks payable to "Holy Spirit Extended Day Program". Also, please indicate the student's name and grade on the check. If making a cash payment, please place in an envelope with the child's name and grade on it.

\*\*For tax purposes, the Extended Day Program's Tax ID Number is #63-058-1368.

**Returned Checks and Late Charges:** Checks returned for any reason will be assessed a \$15.00 returned check fee. Payment for a returned check and fee must be made by cash, cashier's check or money order. A flat \$25.00 late charge will be incurred for any late payment.

**MESSAGES/EMERGENCIES:** Important telephone messages for children or caregivers will be taken in the school office during regular office hours (7:30am-3:30pm). After 3:30pm, you may also reach the after-care staff at the school number--#553-9630.

**STUDENT RELEASE AND SECURITY:** To ensure that all children are safe and accounted for, the parent or person designated by the parent must sign the child out and make contact with an extended day staff member before leaving the premises. If the person picking up the child is not on the registration form, a note of authorization from the parent must be provided to an extended day staff member. Staff members may ask to see a driver's license if they are unsure of the identity of the person requesting the child's release. Parents must be certain that the extended day staff is aware that the child is leaving. When on the playground, children may not be picked up until their departure has been properly and duly noted by the staff.

**ACCIDENT/ILLNESS:** In the event of an accident or illness, a member of the staff will decide whether or not the symptoms warrant calling the parent immediately. In the case of a medical emergency, a staff member will call the person(s) indicated on the registration form. In the case of a storm, tornado, or fire, the emergency plan of the school will be followed.

Information concerning allergies or health restrictions must be on file, along with a physician's name and telephone number. Students who have any sort of communicable disease may not be permitted to attend the program until the condition is resolved.

\*\*No medication will be administered by the extended day personnel, except in an emergency situation when parental consent has been previously provided.

**SCHEDULE:** Our daily schedule will follow a pattern similar to the following:

- 3:10pm—Sign in and relax
- 3:15pm—Recreation and Activities
- 4:00pm—Snack and Bathroom Break
- 4:20pm—Study Hall/Homework
- 5:00pm—Recreation and Activities
- 6:00pm—Dismissal

**RULES/POLICIES/DISCIPLINE:** It is very important that the program rules be understood and followed so that we can ensure a safe and enjoyable time together. Since the Extended Day Program is considered an extension of the school day, the same rules and discipline procedures will be used for both programs. Please note that infractions can be given during the after-care program. The Extended Day Program will enforce its discipline plan by using time-out from activities, conversation with parents, and/or notes sent home. Major offenses will be referred to the principal.

**STUDY HALL:** There will be a study hall/homework period during Extended Day for Grades K-12. PreK will have story time or quiet activities during this time. Please remind students to bring all supplies need for study hall/homework time because the classrooms will be locked, and students are not allowed to return to the classrooms.

**SNACKS:** Realizing that extra hours of school time are extremely long for children, the program will provide a snack and a drink each day.

**COMMUNICATION:** Parents may communicate with the director of the program by calling #553-9630. Parents must understand that it is difficult for staff members to have a conference with a parent when the children are present and require supervision.

**SCHOOL'S RIGHT TO AMEND:** In developing the rules and policies for the program, we have tried to be as explicit as possible, but we are aware that, during the course of the school year, new and unusual situations may arise. The administrator will have the authority to use discretion in dealing with unforeseen circumstances. By enrolling their child in the program, parents agree to abide by and cooperate with the policies, procedures, and processes contained in this handbook, and in other written communications from the program's administrator. Holy Spirit Catholic School reserves the right to amend this handbook for just cause. Parents will be promptly notified in writing if necessary changes are made.

**Holy Spirit Catholic School Extended Day Program  
2018-2019**

**I have read and understand the school's Parent-Student Handbook, as well as the Extended Day Program's policies and procedures. I understand that these rules and procedures will apply for Extended Day Program.**

**Child's Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_