

Extended Care HANDBOOK

2013-2014



SAINT MARY SCHOOL

Janesville

Diocese of Madison, Wisconsin

St. Mary School Extended Care Program

Revised 8/6/13

Nativity House (located directly behind the school building)
754-5221 ext. 26

Times and Dates

Extended Care Services are available Monday through Friday from 7:00-7:45 a.m., 11:00 a.m.-5:30 p.m. for registered 3K and 4K students and 3:00-5:30 p.m. for full day students on school days. Extended Care Services are *not* available on early dismissal days and non-school days. Please refer to the school calendar for those dates and times.

Eligibility

All school-aged children who attend St. Mary School and are dismissed from school at the regular 3:00 dismissal time or registered students in our 3K or 4K programs are welcome to attend Extended Care on days your child is present in school. Our program is limited to 20 students on any given day.

Schedules and Fees

Schedules must be turned in for each child, by Thursday for the following week. Schedules must be filled out completely each week. If they are not, they will be returned to the parents for completion. Families will be billed to their FACTS account based on what they have signed up for. Rates are \$4.00/ hour with **daily rates** tabulated in ½ hour increments. Any overages in aftercare will be billed at \$5.00/hour. Before care is billed at a flat rate of \$2.00 regardless of length of time child is in before care (drop-in is available at this rate for before care only).

Our staff is not responsible for checking backpacks, school mailboxes, etc. for schedules, which may have been sent with a child. It is to your advantage to give the schedule directly to the Site Supervisor.

Refunds/Credits

We cannot refund or credit payments for occasional absences or if a child is picked up earlier than scheduled from the Extended Care Program unless your child is ill for 3 days at which time a physician's statement is required.

Over Hours

When a child stays longer than scheduled, his/her account will be charged \$5.00/hour for those hours. If a parent is consistently over hours, we will ask parent to sign up for a more accurate schedule.

Late Pick-up Fee

Our Extended Care Program closes at 5:30 p.m. It is essential that your child be picked up by 5:30 p.m. *You will be charged \$1.00 for every minute after 5:30 p.m., per child.* Chronic lateness, (according to our site clock) will be considered as grounds for dismissal from our Extended Care Services.

Drop-In Care (Limited Availability)

Parents may request drop-in services for after care by calling the school office (754-5221 ext. 22), on or before, the day services are needed. Drop-in students will only be accepted if space is available. Drop-in charges are \$4.00 per hour per child and families will be billed at the same time as the regularly scheduled extended care families.

Cancellations or Delays

Please listen to WCLO or WJVL for any weather related school closings or delays. If school is cancelled, our program will not operate. If the school calls for a delayed start of the day, we will not offer before care services.

Communication

A designated area at Extended Care will house the sign in/out book and other important information. Please check your child's sign in/out page for flyers and notes daily. Please take them and read them.

Verbal communication with staff is available daily and voicemail is available as well.

Please notify Extended Care personnel if emergency contact information changes at any time throughout the year.

Snacks

Each afternoon, the children receive a nutritious snack. Children are never forced to eat snack or denied snack because of misbehavior. If your child has any food allergies please alert the Extended Care personnel to these allergies *before* your child attends this program.

Lunch

Three year old and four year old students participating in Extended Care are required to bring a sack lunch each day they attend. A snack will be provided if the student remain in Extended Care after 2:00.

Ill Children

Ill children are required to stay home from Extended Care and will be sent home if they have:

- a temperature of 100 degrees or higher;
- vomiting or diarrhea;
- soreness or discharge from their eyes or ears;
- symptoms of a communicable disease;
- an undiagnosed rash;
- any extreme discomfort which may limit their ability to participate in activities

Parents must notify Extended Care if a child has contracted a communicable disease or head lice. Information about the disease will be posted at the appropriate site. Children with a reported communicable disease may not attend Extended Care during the period that the disease is communicable. If a child is ill for 3 days or more, a credit will be issued once a doctor's excuse is received.

Medication

If your child is on any non-prescription or prescription medication that requires a dose to be administered during program hours, you must fill out and sign an Authorization to Administer Medication form. The medication must be in its original prescription bottle, with child's name, dosage amount and frequency and doctor's orders on it. Non-prescription medicine can also be given; again, you must fill out an authorization form and it must be in its original container labeled with child's name, dosage amount and frequency.

Arrival

Students arriving before school begins should be escorted into the Extended Care facility where parents are asked to sign-in their child(ren). Students who are dropped before 7:45 must remain with a parent/guardian or report to extended care. No children are to be unsupervised on school grounds prior to 7:45.

After school dismisses, a school faculty member will escort PK-2 Extended Care students to Extended Care. Students in grades 3-8 will walk from their classrooms over to Extended Care, and they either sign themselves in or are signed in by a staff member.

Children who arrive unscheduled may or may not be allowed to stay, pending the number of children scheduled that day. If a child arrives and is unscheduled or not on the daily drop-in list from the school office, we will have the child stay at the program until a parent is reached. If your child was not scheduled (through pre-registration or the school daily drop-in list) to attend and has been in the program that day for 15 minutes or longer, you will be charged the drop in hourly rate. If the child is not sure where he/she should be, the Staff will contact the parents to make arrangements. If space is available, the child will be permitted to remain at Extended Care and you will be billed at the drop in rate. If the number of children is too high to permit an additional child, the parents will need to pick the child up and make alternate arrangements.

Dismissal

All students attending Extended Care before school will be dismissed at 7:45. K-8th graders will be escorted to the line-up area on the playground and PK students will be escorted to their assigned area within the Nativity House Building.

Children are dismissed from the program each day when a parent or other authorized adult picks them up and signs them out. Your child(ren) will not be released to anyone without written, parental authorization and Staff may ask for identification to confirm the identity of the person to whom the child is being released. If you need to add names or delete names off your child's enrollment paper, you may do so by completing a change of information form.

Please record the times you sign your child in/out accurately. Staff will monitor times for accuracy and change them accordingly. Parents will be billed an additional ½ hour for any overages beyond 5 minutes. If your child(ren) participates in any extracurricular activities, a release form must be filled out by parent/guardian, in order for your child(ren) to sign him/herself in and out of After Care to attend these activities.