

## St. Mary's School Extended Care Program Guidelines 2019-2020

Please read guidelines, keep a copy for yourself, sign one copy and  
Return it to the school with the \$15.00 Registration fee.

1. The St. Mary's Extended Day Program operates on all full days and half-days of school. The program is not in operation on holidays, teacher in-service days, snow days or other non-school days.
2. Parents must **personally escort** their children into the program room **no earlier than 6:30 AM**. Parents must sign their children in and out of the program. Young children will be escorted to their classrooms when the bell rings.
3. Parents must **personally escort** their children from the program room **no later than 6:00 PM**. **There will be \$1 per minute charge for any students who remain in the program room after 6:00 PM.** Students will only be released to adults. Please do not send older siblings **under the age of 18** to pick up students.
4. Only parents or authorized people will be allowed to sign out students from the program. A list of authorized persons will be kept on file. If someone other than an authorized person must pick up a student, we must have written authorization. Only when we receive authorization will a student be allowed to leave our care. This is for the safety of the students and staff.
5. Payment is due on the first school day of each week for services provided for the week prior. Make checks payable to St. Mary's Extended Care. The fees are as follows:

	<u>Before School</u>	<u>After School</u>	<u>Half Day/10:55 Dismissal</u>
1 child	\$3.50 per day	\$10.00 per day	\$16.00 per day
2 children	\$4.50 per day	\$14.00 per day	\$26.00 per day
3 children	\$5.50 per day	\$17.00 per day	\$32.00 per day
4 children	\$6.50 per day	\$20.00 per day	\$36.00 per day

- There will be no charges for days that students are not in attendance.
  - Half day charges include lunch, snacks and drinks.
  - Early dismissal days at 1:00 pm will be charged After School rate.
6. A **\$15.00 non-refundable** registration fee is required **per family** per year.
  7. Parents will receive receipts for payment as well as monthly statements listing balances or credits. Please make every effort to keep balances paid in full.
  8. Students will not be allowed to change clothes after school, with the exception of practices or games after school.
  9. The program provides toys, games, books and magazines. **Please do not allow students to bring toys or electronics from home.** Appropriate books and magazines may be brought to the program.
  10. Fridays are Movie Days (G and PG ratings). Movies will start around 3:00 pm. Movies are carefully screened but if you do not want your child to view a particular movie, please tell Extended Care staff.
  11. A designated area is provided for student's belongings (coats, book bags, etc.). All reasonable care will be taken to ensure all items are secure. **The program will not be responsible for lost items.** Please label all belongings. Any items left behind will be kept in the program's Lost and Found.
  12. If a student has a medical condition, which requires special attention, parents must inform the program director. If there are any medications needed during extended care hours, a written authorization from your physician and instructions to the program director must be on file. (form is available from the program director or the school office)

13. Prescription and non-prescription medications will be administered in adherence to school policy, please see Student Handbook. (same form may be used).
14. If a student becomes ill at extended care, parents will be telephoned and asked to pick up students as soon as possible.
15. All discipline regulations established by St. Mary's School will apply to the St. Mary's Extended Care Program. Students will be expected to abide by these regulations. **If a student does not abide by the regulations, the situation will be documented and discussed with parents. If there are continued discipline issues, the principal will be contacted. Excessive discipline issues will lead to student termination from the program.**
16. If a student intentionally damages program materials or supplies, the parents will be held responsible for replacing those items.
17. All reasonable care will be provided to the students enrolled in the St. Mary's Extended Care Program. The program and the St. Mary's School Board reserve the right to change policy in regard to the operation of the program.
18. The St. Mary's Extended Care Program is provided as a service of the school. The program is under the administration of the school principal (and the St. Mary's School Board.) Please direct any concerns to the Principal, (School Board) or Extended Care Director.
19. Students will not be allowed to attend the St. Mary's Extended Care Program until all the necessary forms are signed and returned by the first day of attendance.
20. Unpaid program balances from the previous school year must be paid before students can be registered in the Extended Care Program for the current year.

Please contact Cheryl Sauer, Extended Care Director, if you have any questions or concerns at 618-541-8424.

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### **PARENT AGREEMENT TO GUIDELINES OF EXTENDED CARE PROGRAM**

**I have read the guidelines established for the St. Mary's Extended Care Program and I agree to follow these guidelines.**

\_\_\_\_\_  
**Parent Signature**

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