

The purpose of the Extended Care Program is to provide quality child care before and/or after school. This program offers supervised care that includes a variety of activities including but not limited to: outdoor recess, art and crafts, board games, study time, and indoor exercise. Afternoon snacks and breakfast are included at no additional charge. The director and all additional care providers are certified in CPR and first aid and fully trained in Discipline with Purpose (St. Patrick’s behavioral program).

Eligibility

Only children who are currently enrolled at St. Patrick’s School are eligible to attend the Extended Care Program. All families must have a current registration form on file, and pay a \$20.00 non-refundable registration fee.

Program Hours

Before school from 6:30 am to 8:00 am and after school from 3:15pm to 6:00pm.

Program Cost

Regular full and part time		Drop-in	
Before school	\$4.00	Before school	\$5.00
After school	\$7.00	After school	\$8.00
Both before & after	\$10.00	Both before & after	\$12.00

- morning and afternoon with early dismissal \$13.00
- afternoon with early dismissal \$10.00
- full days \$25.00

At the beginning of each month a calendar will be available online at stpatselfhorn.org, or in the school office. Parents/guardians are expected to mark the calendar for the next month’s projected schedule of morning and afternoon extended care for their children. **This program is a PRE-PAID program.** Payments are to be returned along with the calendar by the 1st of each month. Late calendars will be treated as drop-ins, and drop-in rate will apply for any days not scheduled and turned in before the 1st of the month. Parents/guardians will be charged for days used beyond the projected schedule, at the drop-in rate. There will **not** be a refund for days not used.

RATIO REQUIREMENT

The State of Nebraska requires a ratio of 1 staff member to every 15 students. We will adhere to this state requirement. Our full capacity is 60 students, so it is important that all students are signed up for each day in advance!

SIGN IN/SIGN OUT

The Director will sign in all children when they arrive for the Extended Care program. When parents/guardians are picking up their children, they must sign their child(ren) out and the time must be documented. If someone other than the parent or guardian are responsible for pick-up, this should be noted on the registration form. Please inform Director of any changes throughout the school year.

COMMUNICATION

Open communication is the key to keeping this program running smoothly. Remember to keep the Extended Care staff updated as to changes in your children's schedules. Anytime they will miss a scheduled day we need to know-so we know where each student is. There are 3 ways to communicate with us:

- *send a note to the office through your child's teacher
- *e-mail Director at dgerten@stpatselkhorn.org
- *call Extended Care phone number #350-7200

We look forward to working with you and your children in the coming year. We pride ourselves on continuing your child's education in a more relaxed atmosphere. Thank you for sharing your children with us.

Extended Care Staff:
Dana Gerten
Leela Sebastian
Deb Lee
Kelly Morrissey

THE SCHEDULE FOR EXTENDED CARE IS:

Mornings:

- 6:30 - homework, board games, art activities, etc.
- 8:00 – children will go to class

Afternoons:

- 3:15 gather in the parish center
- 3:20 pray together, wash hands, eat snacks, change clothes, and use restrooms
- 3:45 homework and/or quiet reading (more time will be available for homework if needed)
- 4:00 arts and crafts and/or outside activities (soccer, basketball, touch football, tag, hopscotch etc.) The weather may determine the activity.
- 5:15 quiet time; reading, board games, lego's and/or finish homework)
- **6:00 all children must be picked up by this time**

ALL DAY EXTENDED CARE PROGRAM

Outlined below is a schedule for the extended care program when there is no school due to teacher inservice, thanksgiving vacation, Christmas vacation, etc. It runs from 6:30 a.m. to 6:00 p.m.

All day extended care schedule:

- 6:30 - gather in the parish center; board games, reading, art, etc.
- 7:30 - snack and drink time.
- 7:45 - quiet time (reading, playing cards, art activity, crafts, etc.
- 8:45 - pray together; religion activity (group or individual work time)
- 9:15 - outside play (soccer, basketball, touch football, tag, hopscotch, foursquare etc.)
- 10:30 - restroom break
- 10:45 - activity time (speaker, reading and discussion, researching etc.)
- 12:00 - lunch (students will bring their own lunches)
- 12:30 - outside play
- 1:15 - art project
- 3:00 - snack and Restroom break
- 3:15 - outside play
- 4:00 - quiet reading time
- 4:45 - board games, Lego's, drawing, coloring, etc.
- **6:00- all children must be picked up by this time**

LATE PICK UP

All children must be picked up by 6:00 p.m. Parents will be charged a late pick-up fee of \$3.00 for every 15-min. after 6:00 p.m. This fee will be added to the monthly charge.

EXTENDED CARE PROGRAM CONTINUED:

Projected dates for the all day extended care program may change depending upon the demand.

Dates for the all-day extended care program are:

- September 3rd Labor Day
- September 28th Archd. Inservice
- October 12th Staff Retreat
- November 2nd Teacher Work Day
- January 4th Teacher Work Day
- January 21st Teacher Inservice
- February 15th Teacher Work Day
- February 18th Teacher Inservice
- March 18th Teacher Inservice

Extended care early dismissal dates:

- August 22nd, 23rd & 24th Kindergarten 12:00 Dismissal
- October 26th 12:00 Dismissal
- November 1st 12:00 Dismissal
- November 21st 12:00 Dismissal
- December 21st 12:00 Dismissal
- May 23rd 1:00 Dismissal
- May 24th 1:00 Dismissal

BEHAVIOR PROGRAM

The rights, property and dignity of each person in and around the school are to be respected at all times. The same standards of conduct that are expected throughout the school day are expected of children and staff in the extended care program.

In order to encourage appropriate behavior, the children will be allowed to earn green tickets that can be used for small prizes at the end of each week. The child(ren) must have five green tickets on Friday in order to receive a prize. Prizes may include small books, markers, pencils, etc.; A red ticket will be given when a child chooses not to follow extended care rules. The red tickets cancel the green ones. This program helps the child(ren) make better decisions regarding their behavior. Discipline with Purpose (DWP) skills will be expected from the children in the extended care program.

Warnings will be given when rules are broken. The director will notify parents/guardians if there are any discipline problems. Consequences for disciplinary problems will be given appropriately by the director. All disciplinary actions will be in writing. A child may be suspended and or expelled from the program for continuous and/or serious inappropriate behavior. The director and the principal will make decisions regarding suspension and/or expulsion from the program.

School facilities are the property of the parish. Abuse to our facility will not be tolerated. A child and the child's parents/guardians will be held responsible for financial damages incurred by inappropriate behavior.

Children are not allowed in their regular classrooms before or after school unless they have specific permission from the extended care director and the classroom teacher and/or the principal. No child will be allowed in any other part of the building.

EXTENDED CARE PARENT/GUARDIAN PERMISSION FORM

We look forward to working with you and your family in the extended care program. Your help and cooperation is greatly appreciated.

Therefore, we provide to parents/guardians and students this extended care handbook. It is written to eliminate communication problems, providing a common base of understanding. We ask parents/guardians and students to sign below to indicate you have read and agree with the extended care policies and expect to follow them.

Student's Signature

Date

Parent's/Guardian's Signature