

Saint Angela Merici

Extended Care Program

Julie McGovern, Extended Care Director

Saint Angela Merici School
20830 Lorain Road
Fairview Park, Ohio 44126
440-333-2126 (School – 8:30 a.m. to 2:30 p.m.)
440-356-8054 (Extended Care – 2:30 p.m. to 6:00 p.m.)

20010-2011 School Year

Saint Angela Merici
Extended Care Program

Mission

Saint Angela Merici Extended Care Program is missioned to provide a quality Catholic child care experience after school hours.

Goals

1. To offer a positive experience for children after school hours;
2. To provide a safe environment with quality care including:
 - (a) time and space for playing and socializing with friends;
 - (b) time for homework; and
 - (c) opportunity to learn skills and to enjoy a variety of enrichment activities;
3. To enable parents to enroll a child in an affordable and flexible program.

The Saint Angela Merici Extended Care Program provides child care for children in Kindergarten through Grade 6. It provides service Monday through Friday after school until 6:00 p.m. except on days when school is not in session or if there is early dismissal.

Registration and Fees

The registration fee is \$20.00 per child. Once you register your child (ren), you do not need to re-register each year. The daily rate for Extended Care services is \$10/day for first child and \$6/day for each child thereafter. Example:

Days per Week:	1	2	3	4	5
1 Child	\$10.00	\$20.00	\$30.00	\$40.00	\$50.00
Sibling Discount:	- 4.00	- 4.00	- 4.00	- 4.00	- 4.00
2 Children	\$16.00	\$32.00	\$48.00	\$64.00	\$80.00
3 Children	\$22.00	\$44.00	\$66.00	\$88.00	\$110.00
4 Children	\$28.00	\$56.00	\$84.00	\$112.00	\$140.00

A \$5.00 supply fee per child will be assessed at the beginning of each school year.

**PAYMENT FOR EXTENDED CARE SERVICES RENDERED WILL BE PAID IN ADVANCE.
PAYMENT WILL ACCOMPANY THE MONTHLY CALENDAR.**

Credits will be applied to your account in cases of illness, doctor appointments, and only at the discretion of the Extended Care Director. Credits will be applied to your next month's calendar. (Credits must be utilized that month or they will be forfeited.) For cases when a child is scheduled but, for some reason **CHOOSES** not to attend, credit will not apply. **(In cases of schedule change, credits will apply only with 24 hours of notification.)** When using Extended Care on an as needed basis, a note together with payment should accompany your child for the day or must be paid when child is picked up.

Calendars are used to determine the number of students attending Extended Care each day. It is essential that the calendar is returned each billing cycle.

It is the policy of the Extended Care Program to strictly adhere to the stated hours of care. They are after school through 6:00 p.m. (when church bells begin chiming the hour). After 6:00 p.m. (when church music is playing), the following charges will be implemented and payable that day:

\$10.00 - for the first 10 minutes; and

\$5.00 - for every five minutes thereafter with a maximum charge of \$25.00. Late fees will be billed directly by the Extended Care Director.

All checks should be made payable to St. Angela Merici School.

In cases where more than one child is scheduled and an absence occurs, credit will be given for both the sick child and the sibling should the sibling choose not to attend.

LATE PAYMENTS: All payments are to be received by the first of each month. A \$5.00 late fee will be accessed if payment is not received by the first of each month. If there is a balance due at the end of the school year, the child may not return the following school year until payment is received.

Daily Attendance Procedure

Daily attendance will be taken by Extended Care personnel. Attendance will be taken at 2:40 p.m. Unless a student is involved in extra-curricular programs after school hours, such as tutoring, choir, sports or scouts, they must report to the Extended Care room directly after school. Notes should be sent to Extended Care informing us of any extra-curricular activities.

Children should be instructed before they leave for school in the morning as to what their schedule will be for the day. If there is a change in Extended Care plans, two (2) notes should accompany the children: One (1) for the homeroom teacher and one (1) for Extended Care Staff.

PLEASE NOTE: PROPER AUTHORITIES WILL BE NOTIFIED IN SITUATIONS WHERE A CHILD IS SCHEDULED TO ATTEND, THE CHILD DOES NOT REPORT TO EXTENDED CARE, AND PARENTS CANNOT BE NOTIFIED THAT THEIR CHILD IS NOT IN OUR SERVICE.

Communication

Phone Number: 440-356-8054

Use of Phone: Unauthorized use of the phone is not permitted. Students need to inform the staff person if there is a need to use the telephone. The telephone is strictly for emergency for the parents to call in and for parents to leave messages. From 8:30 a.m.-2:30 p.m., leave a message at the school office (440-333-2126). After 2:30 p.m., call the Extended Care number at 440-356-8054.

Parents must understand that they may not expect a staff member's full attention if children are present. Any questions or concerns regarding Extended Care should be directed to Julie McGovern, Extended Care Director. Notes may be sent to school via homeroom teachers and marked Extended

Care. Phone contact may be made by calling the school office at (440) 333-2126 (8:30 a.m. - 2:30 p.m.) or Extended Care at (440) 356-8054 (2:30 p.m. - 6:00 p.m.).

Daily Schedule Sample
(Times are subject to change)

Attendance Procedure: 2:35-2:45

Change Clothes/Use bathroom: 2:45-3:00

Please send clothing appropriate for Extended Care if you prefer your child/children not wear their school uniform during this time. In addition, weather permitting, the children will go outside to play. Be sure that your child/children are dressed for that days anticipated weather.

Playtime: 3:00-4:00

All children enrolled in Extended Care will participate in play time.

Snack Time: 4:00-4:20

Snack and drink is provided for all students in Extended Care. If your child/children have a food allergy, you will be responsible for providing your child's daily snack.

Study/Homework: 4:20-5:00

All children enrolled in Extended Care will participate in the homework hour. Extended Care personnel will be available to assist students during this time. However, Extended Care personnel will not be responsible for tutoring a child during this time. If a child/children complete homework during this time and have time left, it is expected that they have a book to read. No student will be allowed in any classroom to get forgotten homework materials. THIS IS A QUIET TIME FOR ALL STUDENTS.

Free Time: 5:00-6:00

Various games, puzzles, Lego's, etc. will be available for use. These are choices the children may make during his/her free time. If your child chooses to bring toys from home, Extended Care will not be responsible for these toys. Television viewing during this time is at the discretion of the Extended Care personnel.

Students are responsible to come prepared with supplies necessary to complete their homework. Extended Care will provide some school supplies. These include, but are not inclusive of the following: crayons, scissors, pencils, glue, art paper, markers, etc. Each student will be provided with a pencil pouch containing markers, crayons and pencils. It is the responsibility of each student to take care of his/her pencil case. A \$5.00 fee will be charged if the case is lost or damaged.

Computer Lab

The Computer Lab will be open for Extended Care use. Days and times will be determined by the school's Media Specialist and the Extended Care Staff. Students will not be permitted to use the Internet.

Discipline Policy

The Extended Care service to the families of Saint Angela Merici School is a quality one. Cause to terminate service include, but are not inclusive of the following:

1. Abuse of set Extended Care hours.
2. Failure of a child/children to respect the safety and rights of the staff members and fellow students in the Extended Care Program.
3. Students leaving the facility for any reason without permission from the Extended Care personnel.
4. Financial obligation to Extended Care are not met.
5. A student may receive two (2) disciplinary notices sent to the parent for lesser discipline problems, but the third disciplinary notice will constitute immediate termination of participation in the Extended Care Program. With the recent incidence of student violence, the Extended Care Program offered by Saint Angela Merici School will strictly adhere to the "No Tolerance Policy" as stated by the Diocese of Cleveland. Please refer to your Parent/Student Handbooks.

Custody Documentation

In cases of legal separation or divorce, it is necessary for the custodial parent to fill out the form indicating custodial arrangements. Extended Care personnel can only release child/children to the person(s) the custodial parent has indicated on this form.

Written documentation of custody arrangements must be on file prior to care given. If pick-up arrangements will be different on a given day, written documentation for that day must be sent in and acknowledged prior to care on the particular day in question.

Under no circumstances will any unauthorized person be allowed to pick up your child/children.

Emergency Care for Illness or Accident

The Extended Care Program will follow the same procedures for illness and an accident as during a regular school day. These procedures are stated in your Parent/Student Handbook. Please review them. Parents are expected to make provisions for taking sick or injured children home from Extended Care. Saint Angela Merici School does not have the facilities to care for sick children.

Serious cases of illness or injury: Every attempt will be made to carry out your instructions on the Emergency Form required. Therefore, it is vitally important for these instructions to be kept up to date. However, if the Extended Care personnel feel that 911 should be called for immediate assistance in the care of a child, it will be done. Parents will be contacted immediately.

Safety Procedures

Fire and Tornado Drills will be conducted by the Extended Care personnel throughout the school year to insure that students attending the program are familiar with these procedures.

Unanticipated School Closing

In the event of bad weather during any given school day, the Extended Care Program will not be operational if Saint Angela Merici School is closed. The school is closed when the city of Fairview Park School District is closed. In the event that Saint Angela Merici School would need to be closed due to an internal emergency, the Extended Care Program would also be closed. The announcement for an internal emergency would be announced over the radio and television in the early morning as well as throughout the day. If weather indicates an early closing, you will be notified through our Emergency Closing Procedure as prepared by our Home & School Association. **THERE IS NO EXTENDED CARE ON SCHEDULED EARLY DISMISSAL DAYS.**

Lost and Found

The Extended Care Room will provide a spot in the room for lost and found items. It will be the child/children's responsibility to check Lost and Found if an item is misplaced. At the end of each week all Lost and Found items will be sent to the main school Lost and Found located in the School Cafeteria.

Dismissal Procedure

To insure the safety of the children participating in the Extended Care Program, there is a sign-out procedure in place when a child/children are picked up. A Release form **MUST** be completed by every parent or guardian prior to the start of Extended Care indicating those persons they have authorized permission to pick up their child(ren). Parents or authorized person may not take their child/children out of the Extended Care Room without properly signing them out first. Children will not be allowed to meet their parents in waiting cars. All children must be escorted by an adult when leaving Saint Angela Merici School during Extended Care hours and identification is necessary. Use only the Cafeteria Delivery Door to pick up children from Extended Care.

Clearly displayed identification (driver's license) when picking your child(ren) up is essential. This rule is in place for the safety of all children attending Extended Care. **Identification must be shown regardless of whether or not a parent recognizes or is recognized by the Extended Care personnel.**