



St. Angela Merici School Extended Care Program Handbook

REVISED: August, 2023

20830 Lorain Road
Fairview Park, OH 44126
440-333-2126, ext. 157
extendedcare@samschool.net

The Saint Angela Merici Extended Care Program provides child care for children in Kindergarten through Grade 6. Extended Care will accommodate seventh and eighth grade students upon request and at the discretion of the Extended Care Director. It provides service Monday through Friday after school until 6:00 p.m. except on days when school is not in session.

Mission

The mission of Saint Angela Merici Extended Care Program is 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 (except kindergarten); and
 - (c) opportunities to enhance skills and to enjoy a variety of enrichment activities;
3. To enable parents to enroll a child in an affordable and flexible program.

Registration Fees

The Extended Care Program will be available only to St. Angela students who are registered. The registration fee is \$20.00 per child. Once you register your child(ren), you do not need to re-register each year. A \$6.00 supply fee per child will be assessed at the beginning of each school year. Registration forms are available online at or by contacting the Extended Care Director at extendedcare@samschool.net.

Request/Payment Policy

To ensure your child's psychological well-being and physical safety at the end of each school day, Extended Care will adhere to the following payment policy:

1. Extended Care will not accept weekly envelope requests.
2. **All monthly payments must be made via online payment service – MySchoolAccount. All program payments will be made through your child's extended care account. We will no longer accept cash or checks as payment.**

The fees will be \$15 for the first child and \$8 for each child thereafter (i.e., one child = \$15; two children = \$23; three children = \$31). **Payments not received by the required deadline (first school day of the month) will incur a \$25 late fee. NO EXCEPTIONS.**

3. **Last minute requests should only be for emergencies and made by a phone call to the school office (440-333-2126).** A fee of \$25 (first child) and \$10 (each child thereafter) will be incurred. **Payments will be charged to your account.**

Credits

Credits will be applied to your account in cases of school closing ONLY. 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 CHOOSES not to attend or a parent changes the scheduled Extended Care request, credits will not apply.

Family credits will not be issued for absences.

Hours of Operation

Extended Care will be in service each day school is in session. Extended Care will begin immediately at the end of the school day and ends promptly at 6:00 p.m.

It is the policy of the Extended Care Program to strictly adhere to the stated hours of care. After 6:00 p.m. (when church music is playing), the following charges will be implemented and billed for 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.

Late Payments

Parents must adhere to the Request/Payment Policy as stated in this Handbook. Extended Care reserves the right to access fees on any late payments. **If there is a balance due at the end of the school year, the child may not return to Extended Care 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 2:30 p.m. If 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 to sign out. Notes should be sent to Extended Care informing us of any extra-curricular activities.

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: 440-333-2126, ext. 157

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. Call the Extended Care number at **440-333-2126, ext. 157.** Leave your name, student name, number you can be reached at, time of call and message. Extended Care will return your call promptly. **The school's main office is authorized to accept phone calls on behalf of Extended Care ONLY DURING REGULAR school hours.**

Any questions or concerns regarding Extended Care should be directed to the Extended Care Director.

Daily Schedule Sample
(Times are subject to change)

Attendance Procedure: Immediately after school.

Change Clothes/Use bathroom: 2:30-2:45 p.m. Please send clothing appropriate for Extended Care if you prefer your child/children not to wear their school uniform(s) during this time. In addition, weather permitting, the child /children will go outside to play. Be sure that your child/children are dressed for that day's anticipated weather.

Snack Time: 2:30-3:00 p.m. A snack and a drink are 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.

Playtime: 3:00-4:15 p.m. (Homework rotation will also begin at this time.) All children enrolled in Extended Care will participate in play time.

Study/Homework: 3:00-4:00 p.m. All children - except kindergarten - enrolled in Extended Care will participate in the homework hour. Grade levels will be rotated throughout 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. No student will be allowed in any classroom to retrieve forgotten homework materials. Extended Care personnel are not responsible for checking or signing student's homework.

Students are responsible to come prepared with supplies necessary to complete their homework. Extended Care will provide some school supplies. The following items are provided to students: 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.

Free Time: 4:00-6:00 p.m. 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.

Technology

Extended Care will adhere to the policies set forth in the St. Angela Merici School Handbook. The use of Chromebooks, cell phones, and cameras will not be permitted at Extended Care.

The Computer Lab is not open for Extended Care use.

Discipline Policy

The mission of Saint Angela Merici Extended Care Program is to provide a quality Catholic child care experience after school hours. Students will follow the Student Code of Conduct, as outlined in the St. Angela Merici Student/Parent Handbook.

Causes to terminate services include, but are not limited to 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 is 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.

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 Student/Parent 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: If 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 ensure 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 set in place by the school office. **Refunds for school closings will be applied to the following month's calendar.**

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 placed in the Lost and Found bin located outside of the School Cafeteria in the RINI CENTER lobby.

Dismissal Procedure

To ensure the safety of the children participating in the Extended Care Program, there is a sign-out procedure in place when a child(ren) is/are picked up. Parents/guardians may add persons to their authorized list at any time with a written note.

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.**

Handbook Release

Extended Care requires parents to read the St. Angela Merici Extended Care Program Handbook (either a hard copy or a copy found online). Parents must sign a Handbook Release each new school year. By signing the Handbook Release parents agree to be governed by its contents. Failure to sign the Handbook Release forfeits any and all Extended Care privileges.