



## Extended Care Policy Book

### Admission

St. Eugene students (K4-8) are eligible to attend the Extended Care Program (EC). Students must be **registered** and **pre-paid** in order to attend EC. Schedules and payments are due one week prior to using EC. Registration and schedule forms are available in the school office and on the school website [www.steugeneschool.com](http://www.steugeneschool.com).

**Note:** K3 students are eligible to attend morning extended care only.

### Emergency Drop-in Service

Same day drop-in service is available for emergency situations. Parents need to call the school office to add their child to the EC list. An emergency drop-in fee will be charged, see below.

### Emergency Drop-in Fee

The emergency same day drop-in fee is **\$20.00** per day, plus the normal hourly charge.

The full amount must be paid by 5:00 pm within two school days, or a **\$10.00 late fee** will be added per week. Submit payment to the school office.

### Hours

AM: 7:00-7:45

PM: 3:00-6:00

EC is offered on full days of school and early dismissal days. On early dismissal days, EC is offered from the dismissal time until 6:00 p.m.

EC is **not** offered when the school is closed (holidays and snow days).

### Schedules

EC schedules are available on the school website (Documents/Forms, Extended Care, Weekly Schedule) and in the school office.

Schedules can be filled out for one week, one month, or for specific dates (e.g. Nov. 1-15, or all Thursdays during choir).

### Submitting a Schedule

Schedules are due to the school office by **5:00 p.m.** each **Wednesday** one week **prior** to using EC. If the school office is closed, drop off schedules in the EC Room.

### **Adding to a Schedule**

If you need to add an additional day to your schedule, submit your request in writing (email or note) at least **one day prior** to the change. No verbal changes will be accepted.

If you submitted a monthly schedule, any change must be submitted by Wednesday, one week prior to the date that needs to be changed.

### **Add-On Fee**

Adding to your schedule after **5:00 p.m.** on **Wednesday** will result in a **\$5.00** add-on fee.

### **Absence**

If your child is absent due to illness, you do **not** need to contact the EC Room. The director will have a daily absent list and your account will be credited.

If your child is absent from EC for any reason other than illness (e.g. appointments, play dates, etc.), your EC account will **not** be credited.

**Note:** \*\* Parents **need** to call the EC staff (414 918-1168) when their child will not be at EC for non-illnesses. \*\*

### **Payment**

Payment is due when you submit your schedule. Payment should be submitted to the school office. The Extended Care Room does not have a secure place to keep checks or cash.

Make checks payable to: St. Eugene School.

Payment amounts are:

AM	PM
1 student - \$2.00	1 student - \$5.00
2 students - \$3.00	2 students - \$8.00
3 students - \$4.00	3 students - \$10.00

**Note:** If your schedule is for more than one week, payment is due by 5 pm. on Wednesday one week prior to using EC.

If a family is unable to make the required pre-payment, they can:

- Pay the \$5.00 late fee each week their account is overdue. If their account is past due for several weeks, the director and principal may terminate the family's participation in EC.
- Contact the principal to request a special payment plan. The family must submit a written request, along with a plan for when the account will be paid. Families who do not fulfill their payment plan may be charged late fees at the principal's discretion.

### **Late Payment Fee**

If payment is not submitted **by 5:00 p.m.** on **Wednesday** one week prior to using EC, a **\$5.00** late payment fee will be charged to your account. Late fees are *not* refundable.

### **Repeated Late Payments**

If payment is repeatedly late, the director and the principal may terminate the family's participation in EC.

### **Late Pick-Up Fee**

Parents need to pick up their children at, or before, **6:00 p.m.**

A late fee of **\$10.00** per quarter-hour, per child will be charged. After the 2<sup>nd</sup> late pickup, the fee increases to \$15.00 for each quarter hour, per child.

The late fee is **due** the **next day**. If payment is not received, your child will *not* be allowed back into EC. If the problem is ongoing, the family will not be allowed to participate in EC.

**Note:** If severe weather delays parents from picking up before 6 p.m., no late fee will be charged.

### **Returned Check Fee**

If a check is returned by the bank for insufficient funds, a fee of **\$10.00** will be charged to your account. The director will notify the parent if this occurs.

The \$10.00 payment is due the day *after* you are notified, if your account does not have funds to cover the charge.

## **AM Drop-Off Procedure**

For the safety of your child, please:

1. Walk your child to the school office doors (west parking lot).
2. Ring the Extended Care doorbell, located to the right of the school office window.
3. Wait until the morning EC provider opens the door for your child before you leave.

### **AM Drop-Off Backup Plan**

If you are dropping off your child for AM EC and no one answers the EC bell, please:

1. Call Mr. Mirasola's room 918-1146
2. Call Mr. Elflein (maintenance) 918-1128.

## **Sign-Out Procedure**

For the safety of your child, please:

1. Enter the school doors from the west parking lot. (Children will **not** be brought to the doors.)
2. Ring the Extended Care doorbell, located to the right of the school office window.
3. Come to the Extended Care Room, located across from the K5 Room.
4. Sign out your child/children on the sign out clipboard.
  - The parent must provide written notice of any change in pick up plans.
  - Individuals other than parents will be required to show a photo ID (drivers license) to the staff before leaving with a child.

## **Homework**

Designated tables are available for students to work on homework. The staff will make every attempt to assist students with questions, but the staff is not responsible for making sure homework is accurate and completed.

The EC staff cannot guarantee a quiet study time, because of the different ages of the students. The EC staff will try to take students who are not doing homework outside or to the gym in order to provide a quieter room.

## **Snacks**

Students may bring an easy-to-eat snack and a water bottle. No juice boxes/pouches please.

## **Behavior Policy**

Students are expected to respect all school staff, students, and school property.

The EC staff will follow the policies found in the SES Parent and Student Handbook for all discipline situations.

### **Termination**

The EC director and the principal may terminate a student from EC, if the student is deemed disruptive to the functioning of the program.

## Emergency Procedures

The EC staff will follow the policies found in the Parent and Student Handbook for all emergency situations. The director will have copies of the student health forms on file.

### Illness/Injury

If a student becomes ill or injured during EC, parents will be expected to make arrangements to pick up their student within 30 minutes after being contacted.

**Note:** Students who are absent from school, or who are sent home for illness during the school day, will **not** be admitted to EC on that day.

### School Closing

If the school is closed due to emergency conditions, EC will **not** be offered.

If the weather becomes severe during the EC hours, the EC staff will contact parents to pick up their student early.

## Communication

The EC director is at school starting at 2:30 pm. If you need to reach the director before 2:30 p.m., please contact the school office.

Parents should contact the director regarding any questions or concerns.

Parents can communicate with the director by emailing, placing a written note on the sign-out clipboard, or leaving a voice message. The director will return emails and voice messages at the end of the day.

Extended Care phone: 414 918-1168

Extended Care email: [kozinskib@archmil.org](mailto:kozinskib@archmil.org)

\*\*\* Please print out this page and submit the bottom portion to the school office. \*\*\*

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**St. Eugene School**

**2011-2012**

I have read the Extended Care Policy Book and agree to its terms.

Parent/Guardian signature: \_\_\_\_\_