



## Extended Care Policy Book

### Admission

Only SES students (K4-8) are eligible to attend the Extended Care Program.

All students must be **registered** and **pre-paid** in order to attend the Extended Care Program. **NO** drop-in service is allowed.

Registration forms are available in the school office and on the school website.

### Hours

Extended Care is offered from 7:00 to 7:45 AM and from 3:00 to 6:00 PM on full days of school. On early dismissal days, Extended Care is offered from the time school lets out until 6:00 PM. Extended Care is **not** offered on snow days, holidays and teacher conference days.

### Schedules

Schedule forms are available in the school office and on the St. Eugene School website (under Extended Care). Schedules can be filled out for one week, one month, or for specific dates (e.g. all Wednesdays during choir).

### Submission

Schedules are due by **2:30 PM** each **Wednesday** one week **prior** to using Extended Care.

Please submit schedules to the school office.

### Changes

Any change to your schedule needs to be submitted in writing, either by email or by written note at least one day prior to the change. No verbal changes will be accepted.

Changes to your submitted schedule will result in a **\$5.00** processing fee.

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

### Absence

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

**Absence (continued)**

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

**Note:** Absent charges may be waived for emergencies per the discretion of the director and the principal.

**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.

The payment structure is as follows:

**AM School Care**

1 child	2 children	3 children
\$2.00 per AM	\$3.00 per AM	\$4.00 per AM

**PM School Care**

1 child	2 children	3 children
\$5.00 per hour	\$8.00 per hour	\$10.00 per hour

**Note:** A child picked up on the half hour is charged only for a half hour.

Make checks payable to: St. Eugene

Memo line: Extended Care

**Note:** If your schedule is for more than one week, payment is due by Wednesday one week prior to using extended care.

**Late Payment Fee**

If payment is not submitted **by 2:30 PM on Wednesday** one week prior to using Extended Care, a **\$5.00** late payment fee will be charged to your account.

**Late Pick Up Fee**

Parents need to pick up their children **by 6:00 PM**.

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 Extended Care. If the problem is ongoing, the family will not be allowed to participate in the Extended Care Program.

### **Returned Check Fee**

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

Payment is **due** the day **after** you are notified.

### **Repeated Late Payments**

If payment is repeatedly late, the director and the principal will determine if the family's participation in the Extended Care Program will be terminated.

### **Sign Out Procedure**

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.

This is for the safety of each child, **no** exceptions.

Individuals other than parents will be required to show a photo ID (drivers license) to the staff before leaving with the child.

**Note:** The parent must provide written notice of **any** change in pick up plans.

### **Program**

The Extended Care Program will provide time for homework and free time.

### **Homework**

A homework period will be conducted Monday through Thursday. The director will make every attempt to assist your child with questions, but the director is not responsible for making sure the homework is accurate and completed.

All children will be expected to respect the need for quiet during homework time. If they do not have homework, they will be able to participate in quiet activities.

### **Snack Time**

Children may bring an easy-to-eat snack and a water bottle. **No** juice boxes please. Children will be allowed to use the water fountain if they do not bring water with them.

## **Behavior Policy**

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

The Extended Care Program will follow the policies found in the SES Parent and Student Handbook for all discipline situations.

## **Termination**

After reasonable effort on the part of the director to integrate a child into the Extended Care Program, a child's participation may be terminated if that child is deemed disruptive to the functioning of the program.

## **Emergency Procedures**

The Extended Care Program 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 child becomes ill or injured during the Extended Care Program, parents will be expected to make arrangements to pick up their child within 30 minutes after being contacted.

Students who are absent from school or who are sent home for illness during the school day will **not** be admitted to Extended Care on that day.

## **School Closing**

If SES is closed due to emergency conditions, Extended Care will **not** be provided.

If the weather becomes progressively worse during the Extended Care hours, the director will contact parents to pick up their children early.

## **Communication**

Parents should contact the director regarding any questions, comments, or concerns.

Parents can communicate with the director by placing a written note on the sign-out clipboard or leaving a voice message. During Extended Care hours, the director's attention is focused on the children, so no private conferences are permitted. The director will return voice messages at the end of the day.

Extended Care phone: 414 918-1168

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