

St. Charles Extended Care Program Handbook

Mission Statement

The mission of St. Charles School Extended Care Program is to provide for the spiritual, human, and intellectual development of each child in the Catholic environment.

Enrollment

If you are enrolling in Extended Care, all forms in the packet must be returned to the school office before the first day of using the service. In the case of an emergency need for Extended Care, forms will be accepted the day the service is needed. Please read the fee agreement and policies carefully.

Payment

The cost of Extended Care is as follows per child per day:

Before School

Drop Off 6:15-7:00	\$5
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After School

Pick up before 4:30	\$5
Pick up 4:30-5:30	\$10

Please pay monthly via check made payable to "St. Charles School" with *Extended Care* in the memo.

Sign-in/Sign-Out Procedure

When children arrive at school in the morning, a parent, guardian, or authorized adult must sign in on the sign-in/sign-out sheet. The Extended Care staff member will sign the children out as they are released to their classroom.

When children attend Extended Care after school, the Extended Care staff member will sign them in. When picking up children in the afternoon, a parent, guardian, or authorized adult must sign out the child(ren) on the sign-in/sign-out sheet. If your child(ren) will be picked up by someone not on the list, please send that information to Extended Care staff in writing either by email or handwritten note.

PLEASE NOTE: Children will only be released to persons listed on the authorized pick-up list or with parent/guardian permission.

Early Drop Off and Late Pickup Fees

No child is to be dropped off prior to 6:15 AM. **Extended Care staff will not be available until 6:15 AM.** Children are to be picked up by 5:30 pm. A late pick-up fee of \$10 per quarter hour will be assessed after 5:30 PM. If you know that you may run late in picking up your child(ren), plan accordingly and make other pick-up arrangements.

Inclement Weather

If St. Charles is closed due to inclement weather, the St. Charles Extended Care Program will NOT be offered that day. Please listen to TV/radio announcements or watch your email to determine whether school is in session. Keep in mind that St. Charles School follows the De Soto School District for all closings and delays. In the event of school closing early due to weather conditions, refer back to the emergency plan in place with St. Charles School.

Educational Policy

Since St. Charles Extended Care either precedes or follows a full day of instruction, the atmosphere is a social, relaxing environment. However, children will have the opportunity to work on homework, read quietly, play board games, etc. The Extended Care staff is available and willing to assist with any homework assignments when possible.

Discipline Policy

The purpose of this discipline policy is to provide guidelines for discipline that will protect the rights of all children, staff, and school property. St. Charles School Extended Care staff will provide a caring and cooperative environment. Children will be expected to a) treat other children and the Extended Care staff with consideration and respect, b) care for all games, materials, equipment, and school property with respect, and c) participate in small group activities in a positive, cooperative manner. A child may be asked to withdraw from an activity if he or she displays aggressive, destructive, or uncooperative behavior.

If any child's behavior demands greater attention than that which staff can reasonably provide, a conference will be held with the parents/guardians, head teacher/administrator, and Extended Care staff to explore other resources. No child who continually endangers the safety of others will be allowed to stay in the St. Charles Extended Care Program.

Accidents/Emergency Medical Treatment

Should an accident or medical emergency occur during the hours of Extended Care, staff will immediately notify the child's parents/guardians. In the event that the parents/guardians cannot be reached, and medical treatment is required, your signature on the Enrollment Form empowers Extended Care staff members to call the physician indicated. Depending on the severity of the injury/medical emergency, 911 will be called and the child will be transported to the hospital.

Health Policy

If a child becomes ill at Extended Care, either before or after school, parents/guardians will be notified and will be expected to come for the ill child **immediately**, or have another authorized adult do so. No child that is absent during school hours due to illness will be allowed to attend Extended Care.

Medications will be given only after proper forms have been completed and given to St. Charles Extended Care staff. The same permission given to the school for during the school day will apply to Extended Care.

Snacks

Children may bring their own snacks if they attend Extended Care before or after school. There will be no storage space available for any food or beverage items for students. Please keep any food items healthy and nut free.

An after-school snack will be provided around 4:00 pm. Snacks will consist of nutritional foods from one or more of the following food groups: fruits and vegetables, grains, proteins, and dairy. Milk or water will be provided. A snack menu will be available upon request. If your child prefers to bring his/her own snack on any given day, they may feel free to do so but please keep all snacks healthy and nut free.

All snacks will be purchased with food allergies in mind. If you have any questions or concerns, please contact Extended Care staff.

St. Charles School Extended Care Program 2023-2024 School Year Contract

This agreement must be signed by the person(s) responsible for the payment of St. Charles Extended Care services.

I am registering my child/ren _____ for:

AM Extended Care:	M	T	W	R	F
PM Extended Care:	M	T	W	R	F

My child will attend between the following times (approximately): _____

Registration Agreement

1. I understand that St. Charles Extended Care Program will provide services between the hours of 6:15 AM and 7:00 AM and 3:45 PM and 5:30 PM, Monday through Friday when school is in session.
2. I agree to pay for St. Charles Extended Care services monthly via check made payable to St. Charles School.
3. I understand that a late pick-up fee of \$10 per quarter hour will be assessed after 5:30 PM.
4. I understand that my child will be released **only** to authorized individuals on the release form. In the event of an emergency, please notify the St. Charles School Office if you need to change or add an authorized pick-up person.

I, (please print) _____,
understand and agree to abide by the above policies regarding my child's enrollment in the St. Charles Extended Care Program.

Parent: _____
(Signature)

Date: _____