

**OUR LADY OF GRACE SCHOOL
EXTENDED CARE AGREEMENT**



Family Name: _____
please print

I have read the Extended Care Guidelines and agree to comply with the fees, guidelines and regulations as outlined. I have also noted the italicized changes.

Parent/Guardian Signature **Date**

Please sign and return this page to the school office by September 5, 2008.
Retain the rest of this packet for your reference.

HOMEWORK CLUB CONTRACT

Homework club is an option for all children enrolled in the Extended Care Program. In order to insure adequate supervision for this privilege, it is important for the Director to know the amount of time each parent desires to have his/her child in Homework Club each day.

Please check the desired option:

- 30 minutes 45 minutes until homework is finished Child may decide daily
- I wish my child/ren to be enrolled in the Homework Club
- I do not wish my child/ren to be enrolled in Homework Club.

Parent Signature: _____

Names of Children: _____

Extended Care Guidelines

STATEMENT OF PHILOSOPHY

Our Lady of Grace School Extended Care Program will support and supplement the family by providing quality care that promotes the students' physical, social and emotional development through loving and caring staff members and a planned environment. The Extended Care Program is guided by the philosophy of Our Lady of Grace School.

PURPOSE

The Extended Care Program is provided as a service to address the need for a quality program for school-age children subsequent to the school day.

OVERVIEW

The Extended Care Program adheres to regulations set forth by Our Lady of Grace School to insure the safety and well being of your child.

The parent is a partner in insuring the well being of her/his child. Program staff relies on the parent for emergency and other relevant information about the child and the family. Open communication and a variety of forms are required for this purpose. It is the parent's responsibility to insure that information provided is correct and to update information as changes occur.

The program employs adequate staff for the children enrolled. Individualized care cannot be provided. Therefore, children who cannot function in a group setting and/or require intensive supervision are not accepted/retained in this program.

GOALS

The goals of this program are:

1. To provide quality care on the school site for students in grades K-5.
2. To provide an environment that is safe and encourages growth and positive self-esteem.
3. To provide a balance of educational and recreational activities to meet children's needs and interests.

HOURS OF OPERATION

Our Lady of Grace School Extended Care Program will operate on school days between the hours of 6:45 a.m. and 7:50 a.m. and from dismissal to 6:00 p.m.

A late fee is charged when children are not picked up on time. (See late pick-up fee.)

ENROLLMENT

All kindergarten through fifth grade students of Our Lady of Grace School are eligible without regard to race, sex, or creed on a space available basis. Students in grades six through eighth may use Extended Care with special permission of the school administration. Enrollment forms are provided and fees are explained prior

to registration. Forms must be completed prior to a child's first day in the program and information updated as changes occur.

COMMUNICATION

Ongoing communication between parent/guardians and staff members is encouraged at all times. There is a separate phone number to call for the Extended Care Program - (619) 697-8273 from 3:00 - 6:00 p.m. It is expected that all communication reflect Christian clarity and mutual respect. Participation in the program is a privilege and dependent on mutual respect of children and adults.

TRANSPORTATION

The program does not provide transportation.

RESERVATIONS

It is essential that our Extended Care Director knows how many children will attend the After School Program so she may provide staff and purchase the snacks and supplies that will be needed. She must also gather children using Extended Care from the dismissal area in front of school. Families wishing to use the After School Program are required to submit reservations for the week by Monday (or the first day of the school week) at noon. Reservations for the week will not be accepted after this time.

Reservations may be made on a weekly, monthly, or yearly basis. **A flat fee of \$10.00 per child will be charged if a reservation is made, if no cancellation call or note is received in the school office by noon of the same day to cancel the reservation, and if the child does not attend.**

DROP IN CARE

Drop in care is available for those who need it on an occasional basis. The fee for drop in care will be \$5.00/hour or any portion thereof. Any portion of an hour over 15 minutes will qualify as a full hour. Parents are to notify the school by phone or in writing of intention to use the Extended Care the morning of intended use. Drop ins are those students who have not reserved space by noon of the first school day of the week.

RATES

- \$3 morning session 6:45-8:00 a.m.
- \$3/hr. Any portion of an hour over 15 minutes will qualify as an hour for students who have submitted reservations to the school office each week by Monday (or the first day of the school week) at noon.
- \$5/hr. (An hour or any portion thereof) for drop in care. (This applies to students who have not submitted reservations to the school office by Monday at noon each week.) There will be NO exceptions.

Minimum days: The fee for After School Care on minimum days (noon dismissal) will be \$3/hr., for those students with reservations, with a maximum charge of \$12 for the afternoon. Example: Student enters Extended Care at noon and is picked up at 3 p.m., the fee will be \$9 (3 x \$3). Those students staying until 4, 5, or 6 p.m. will be charged a maximum \$12 fee for the afternoon.

PAYMENTS/FEES

The Extended Care director will notify the school office on Mondays regarding each family's use of Extended Care for the previous week (Monday through Friday). Monthly financial statements for Extended Care use will be sent home in the Tuesday family envelope and payments are to be made by the 15th of the month.

Those families who wish to submit prepayments are welcome to do so. Use will be deducted from the prepayment as it occurs according to the fee schedule. Those families prepaying must still submit reservations.

Checks are to be made out to Our Lady of Grace Extended Care. Please DO NOT include Extended Care and School Tuition on the same check.

A penalty of \$10.00 will be charged for any returned checks. Repayment and future payments must then be in the form of money orders or cash.

If payment is not received by the 15th of the month, enrollment is subject to termination.

LATE PICK-UP PROCEDURES & FEE

An additional fee of \$1/per minute will be charged for every minute past the hour of 6:00 p.m. that the child(ren) is/are not picked up. Late pick-up payments are to be in cash at the time of pick-up. After two instances of late pick-ups, parents will receive a written warning that the next occurrence will result in suspension from the Extended Care Program.

If the child is not picked up by 6:00 p.m., the Director will endeavor to contact persons listed on the emergency form. If the child is not picked up by 7:00 p.m., the police will be notified.

CHECKING CHILDREN IN/OUT

Parents dropping their child off for morning care are required to bring the student to the Morning Care room and sign the student in. Due to the nature of the After School Program, parents will not be signing in their children at the end of the school day. Roll call will be taken by the program staff to monitor attendance; however, staff cannot be responsible for children who either do not attend or who leave the grounds without permission. In such circumstances, emergency procedures may be employed (emergency numbers, school, police.) Please inform us by noon when your child will not be in attendance or if your child needs to leave early. Parents or other authorized persons must sign children out when picking students up.

When picking up your child, park in the parking lot below the cones and the pathway up to the field. Adults and very little ones walk this pathway and do not expect vehicles.

A child will not be released to anyone other than the parent unless there is written authorization on file. Identification will be required of persons picking up the child. Parents must advise the Director in advance, in writing, if a person not listed on the enrollment form is to pick up the child. Parents must also advise the Director in writing if a child is to walk home.

ABSENCES

When you enroll your child, you are reserving time, space, staff, and supplies for your child. For the safety of our students, it is extremely important to notify the school office if you have reserved space and your child is not going to After School Care. Our staff are required to check attendance when students enter After School

Care. Please do not subject them to the extra duty of trying to locate your child if you decide not to use After School Care.

SNACK

Nutritious foods from two basic food groups will be served daily. If your child has any dietary or orthodontic restrictions, be sure to indicate such on the medical form and inform the Program Director. Gum should not be brought to the program at any time.

CONFERENCES

All conferences must be arranged in advance with the Program Director. We encourage you to share information which might pertain to your child's behavior. Also, if special assistance is needed for your child, please inform us in writing or arrange for a meeting with the Director. To ensure adequate supervision for all children, appointments must be made in advance for personal contacts. However, feel free to observe at any time.

CLOTHING AND TOYS

Children will participate in a variety of activities each day. It is assumed that children will remain in school uniform, but a change of play clothing, marked with the child's name can be used if you so desire. Toys should not be brought from home unless prior arrangements are made. Toy weapons are not allowed.

HOMEWORK POLICY

Each day a minimum of 30 minutes is scheduled for children to work on their homework. If children do not have homework or if parents request that homework not be done in the program, children will be allowed to read or do an age-appropriate activity directed by the adult in charge. Staff will make every effort to provide assistance to each child. However, staff cannot be responsible for correcting every homework assignment. In order for your child to participate, it is necessary to fill out the Homework Club portion of the Extended Care agreement on the first page of this packet.

ILLNESS/INJURY

Health rules are designed to protect the well being of all children. Sick children should be kept at home. If a child becomes ill at school, the parent will be contacted and asked to pick up the child. If your child contracts a communicable disease, please inform the Director. Similarly, the Director will inform parents when a child has been exposed to an infectious disease.

Should your child require medication, a form must be signed by the child's physician with specific instructions as to quantity and time to be administered. Medication must be in original container.

If your child is injured while in the program, the Director will attempt to contact you and/or those listed on the child's emergency information form. If necessary, an ambulance or paramedic will be contacted to transport your child to a hospital emergency room. Parents will be responsible for charges incurred.

DISCIPLINE

Expectations of children's behavior are similar to that of a regular classroom. The rules that children are expected to follow include: respect for people and property; use of appropriate words and actions; following directions; and staying within sight of staff at all times. Behavior problems will be addressed by program Director in the following manner:

1. Conference with student

2. Loss of privileges
3. Conference with parent
4. Written notice to parent
5. Second written notice to parent with warning of suspension from program if problem occurs again.
6. Conference with Principal, Director, and parent.
7. Suspension from program.
8. Termination from program.

Corporal punishment is not allowed. The staff will make every effort to work with the child and parent to resolve problems. It is the intent of the program to provide a safe environment for all children enrolled. If a child can not adhere to program rules and, thereby, threatens the safety of herself/himself, a staff person, or other children, the Director has the final decision in asking that a child be removed from the program either temporarily (suspension) or permanently (termination). A refund will not be issued if a child must be removed from the program.

TERMINATION

Termination of any child enrolled in the program will occur in the event of non-payment of fees, delinquent payment of fees, frequent late pick-up of child, a lack of cooperation with staff on the part of parents/guardians, chronic cancellations of reservations, or if the child's behavior threatens the safety or well-being of children or staff.

OUR LADY OF GRACE EXTENDED CARE

Public and private schools which sponsor and staff before and/or after school care for school age children are exempt from licensure. This exemption only applies when all of the children receiving care and/or supervision are also enrolled as students at the school.

Our Lady of Grace School's Extended Care Program is viewed as a natural extension of the school's daily program.