



# EXTENDED CARE INFORMATION

## FOR THE 2020-2021 SCHOOL-YEAR

ST. JOSEPH  
CATHOLIC SCHOOL

### **OVERVIEW:**

St. Joseph Catholic School offers extended care hours to assist with family schedules. On school days, we are open before and after school. During their time in Extended Care, students will do homework, participate in organized games, crafts, or activities, and have an opportunity for unstructured free time. A snack will be provided during after school care.

For safety we follow the state requirements of an adult to child ratio of 1:15. Openings in Extended Care will be filled on a first come first serve basis. In order to maintain our adult-to-child ratio, we do not offer a drop-in service. We provide staffing and snacks based on the registration forms submitted. You can change your monthly schedule by logging into your Extended Care account.

### **HOURS: Times below reflect special dismissal times due to Covid distancing requirements**

<u>Before School Care</u>		7 am – 8 am	Daily
<u>After School Care</u>	K-4th	2:15 pm – 6 pm	Monday, Tuesday, Thursday, & Friday
		1:45 pm – 6 pm	Wednesday
	5-8th	3:15 pm - 6 pm	Monday, Tuesday, Thursday, & Friday
		2:45 pm - 6 pm	Wednesday

For K-4 students with older siblings in 5th-8th grades, 2:15pm-3:15pm or 1:45pm-2:25pm is free of charge.

½ Days	K-4th	11:00 am– 6 pm	When E-care is available
	5-8th	12:00 pm - 6 pm	When E-care is available

For K-4 students with older siblings in 5th-8th, 11am-12:00 pm is free of charge.

### **FEES AND PAYMENT:**

Non-refundable registration fee per family	\$30 (will be added to your FACTS account upon registration)
Before School Care	\$5 per day per child
After School Care	\$12 per day per child
	(2 children-\$10 per child/day; 3 children-\$9 per child/day)
1/2 Days	\$25 per day per child

There is a \$1 per minute, per child charge for pick-up after 6 pm (after three late pick-up charges, families will be charged \$5 per minute, per child). Outstanding balances of more than 30 days will prevent a student from continuing in the Extended Care program.

All fees for Extended Care will be invoiced and paid through the school's tuition processing company, FACTS. These charges will be billed under the section "Incidental Fees". You can set up Autopay for Incidental Fees as well. All payments will be processed through FACTS directly. There will be a \$25 late fee for invoices not paid by the 15<sup>th</sup> of the month. Families will be billed for the Early Dismissal registered, regardless of whether or not the student attends. The \$30 family registration fee will be added to your FACTS account upon registration.

### **LOCATION:**

Extended care is located in Marian Hall. Please call the Extended Care number (360) 558-0269 to sign your child in/out of Extended Care. An Aide will escort your child to the door and watch them go to you.

### **CHECKING IN:**

**Before school:** We are working on a Sign-in procedure, we will communicate directly with registered families. At 8 am, the Extended Care staff will bring the students to classrooms so they can prepare to begin the school day.

**After school:** K-4th grade students will be released after dismissal to the covered area on the playground where they will be checked in by Extended Care staff and then taken to Marian Hall. Please pick your child up in front of Marian Hall. At 5th-8th grade dismissal, all the children will meet in the cafeteria for snack.

See the schedule for where your child will be when you arrive to pick up. Parents or authorized persons must come to Extended Care and call to sign the student out for the day. Written notice must be given for a person to pick up a child who isn't on the authorized dismissal list.

### **SNACKS:**

**We are formulating a procedure for snack time.**

We provide an afternoon snack prepared by our school cafeteria staff. These snacks follow the FDA guidelines for after school snacks. Due to peanut/tree nut allergies, students are only allowed to eat food we prepare. No outside food is allowed unless your child has special needs we cannot meet.

### **INCLEMENT WEATHER PROCEDURE:**

If St. Joseph Catholic School is closed, there will be **NO** Extended Care available. If there is a late opening, there will be no before school care; however there will be after school care. Should weather conditions get worse during the time care is provided, St. Joseph Extended Care staff may decide to contact parents and request children be picked up as soon as possible.

### **EMERGENCY INFORMATION:**

We will administer necessary first aid for non-life threatening situations, and parents/guardians will be notified as soon as possible. Parents must note allergies or other important medical information on their Extended Care Registration Form. We encourage you to have your child carry emergency medications (Epipens, inhalers, etc.) in their backpack or on their person, as we are not always in close proximity to their medications locked in the school office.

### **SCHEDULE:**

3:20 pm (2:20 on Wednesdays)	Cafeteria for snack.
3:45 pm (2:45 on Wednesdays)	Outside. Please send your child in appropriate weather gear.
4:15 pm (3:15 on Wednesdays)	Extended Care Room for homework, free choice time, projects and games. Students will do homework before other activities.

1/2 Day/11:00 DISMISSAL DAYS – 2020-2021

After school care will be available from 11:00 am – 6 pm for \$25 per child, per day.

Please note we do not offer after school care on the First day of school, the last day of school before Christmas Break, Good Friday, or the Last day of the school year. Other days may be added.

Students should bring a sack lunch on these days; snacks will be provided. Lunches must be nut free.

Register for either of these days on the Extended Care registration form.