



ST. JOSEPH
CATHOLIC SCHOOL

EXTENDED CARE INFORMATION FOR THE 2022-2023 SCHOOL-YEAR

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 Procure account.

HOURS: We will communicate with parents if there are changes from the regular schedule.

<u>Before School Care</u>	7 am – 8 am	Daily
<u>After School Care</u>	3:15 pm – 6 pm	Monday, Tuesday, Thursday, & Friday
	2:15 pm – 6 pm	Wednesday
<u>Early Dismissal</u>	Extended care is not offered on Early Dismissal or In-service days	

FEES AND PAYMENT:

Non-refundable registration fee	\$30 per family/per year
Before School Care	\$6 per day per child
After School Care	\$12 per day per child (2 nd child, \$10 per day/3 rd child, \$9 per day /4 th child, \$6 per day day)

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 registration and fees for Extended Care will be paid through [Procure. Create an account or sign in here.](#)

LOCATION:

Extended care is located in Marian Hall. An adult must be present to sign a child in or out of Extended Care in person.

CHECKING IN:

Before school: Students must be checked in with Extended Care staff. At 8 am, the Extended Care staff will bring the students to classrooms so they can prepare to begin the school day.

After school: Extended Care students will be released after dismissal to the covered area on the playground where they will be checked in by Extended Care staff. Please pick your child up in Marian Hall.

See the schedule for where your child will be when you arrive to pick up. We will share specific time schedule with registered families. Parents or authorized adults must come to Extended Care and 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 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, 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/LOCATION:

Cafeteria for snack.

Outside playtime - **Please send your child in appropriate weather gear.**

Extended Care Room in Marian Hall for homework, free choice time, projects and games. Students will do homework before other activities.

*Please note we do not offer after school care on early dismissal days or in-service days.