



EXTENDED CARE INFORMATION

2023-2024 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 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 the required adult to child ratio, we do not offer a drop-in service. We provide staffing and snacks based on the registrations submitted. You can change your monthly schedule by contacting Gina Filmer, ginaf@stjoevanschool.org.

HOURS:

Before School Care	7 am – 8 am	Daily
After School Care	3:15 pm – 6 pm	Monday, Tuesday, Thursday, & Friday
	2:15 pm – 6 pm	Wednesday
Early Dismissal days	Extended Care not provided	

Registration is completed through Procure, [see details on our website.](#)

FEES AND PAYMENT:

Non-refundable registration fee per family	\$30 Annual Fee <i>Paid through Procure</i>
Before School Care	\$7 per child/per day
After School Care	\$13 per child/per day (2nd child-\$11 per child/day; 3 rd child-\$9 per day, 4th child-\$7/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 completed through Procure, our Extended Care management platform.

LOCATION:

Extended care is held in Marian Hall. Enter through the outside doors which are located between Marian Hall and kindergarten classrooms.

CHECKING IN:

Before school: Parents are asked to personally bring their child into Extended Care and sign them in at Marian Hall. At 8 am, the Extended Care staff will take students to classrooms so they can prepare to begin the school day.

After school: Students will be released after dismissal to the small covered area on the playground where they will be checked in by Extended Care staff and then taken to 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 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. We will check ID's to verify.

Extended Care staff must be informed if a child will be in an after-school activity (sports, choir, band, etc.) so arrangements can be made to get the student between the activity and Extended Care.

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:

The Extended Care staff has emergency information for each student available to them. We will administer necessary first aid for non-life threatening situations and parents/guardians will be notified as soon as possible. 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. Please provide updated phone numbers and emergency contact information each year.

SCHEDULE:

Extended Care staff will share the daily schedule so you know where to pick up your child when you arrive.