



# EXTENDED CARE INFORMATION

## FOR THE 2019-2020 SCHOOL-YEAR

ST. JOSEPH  
CATHOLIC SCHOOL

### OVERVIEW:

St. Joseph Catholic School offers extended care hours to assist with family schedules. On schools days, we are open before and after school. We are also open on the in-service days that staff is on site. 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. We are moving to an online check in/out system. You will register for the days you need but you will only be charged for the days your child attends (with the exception of 11:30 dismissal and In-service days). If you need to change your schedule during the year you can let us know by email and we can change it in the system.

### 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
11:30 Release days*	11:30 am– 6 pm	See below for 2019-2020 days
In-service days*	7 am – 6 pm	See below for 2019-2020 days

*\*Bring a nut-free sack lunch on these days*

### 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)
11:30am Dismissal Days	\$25 per day per child
In-service Days	\$35 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.

### REGISTRATION:

Register your child at <http://weblink.donorperfect.com/StJoesExtendedCareRegistration>. Once your registration has been received the \$30 family registration fee will be added to your FACTS account. You will sign up for the 11:30 Dismissal and In-Service days upon registration and will be billed for those regardless of whether or not your student attends. This will ensure we have adequate staffing on those specific days. For the rest of the days needed you will sign up for days you plan on using but will only be billed for the days your child attends.

### LOCATION:

Extended care is located in the St. Dominic/St. Maria Goretti rooms in Marian Hall. Enter through the outside doors which are located between Marian Hall and kindergarten.

## **CHECKING IN:**

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

**After school:** 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 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.

Parents must inform Extended Care staff if a student will be in an after-school activity (sports, chess, 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:**

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 play on playground or covered area. 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.

## **11:30 DISMISSAL DAYS – 2019-2020**

After school care will be available from 11:30 am – 6 pm for \$25 per child, per day. Students should bring a sack lunch on these days; snacks will be provided. Lunches must be nut free. Please note we do not offer after school care on 8/28, 12/20, Good Friday, 4/10 and 6/12. Register for either of these days on the Extended Care registration form:  
Friday, January 31st  
Friday, May 1st

## **IN-SERVICE DAYS – 2019-2020**

All day Extended Care will be offered on in-service days when there is no school and school staff is on site. This does not apply to holidays or school vacations. Extended Care will be available from 7 am – 6 pm for \$35 per child, per day. Students should bring a sack lunch on these days; snacks will be provided. Lunches must be nut free. Register for any of these days on the Extended Care registration form:  
Thursday, October 24<sup>th</sup>  
Friday, October 25<sup>th</sup>  
Friday, November 8<sup>th</sup>