

ST. LEONARD SCHOOL
Guidelines for Extended Care Program
2018 - 2019

- I. Statement of Purpose: Extended Care Program (ECP) is a program providing an optional service to those parents who wish to place their child in a safe and supervised atmosphere until they are able to pick up their children. Extended Care is an extension of St. Leonard School. It is designed to be a self-supporting program.
- II. Description: Extended Care is designed to provide supervision and safety under a structured program of activities for St. Leonard School children while parents are at work.

The program will be located in the Youth Center (house on the south end of the St. Leonard Property) on the lower level. The outside play area, along with the gym will also be available to the program, as will a telephone (262-751-8476). Please limit incoming calls to emergencies only.

The program will be held on school days and early release days. The Extended Care Program (ECP) **will not** be held on days when school is not in session – vacation and summer months. The normal hours of operation will be from 2:15 – 5:30 PM and early release hours will be from 11:00 – 5:30 PM.

The program will be under the direction of the school principal. There will be a paid staff member to oversee the program itself. There will be additional paid assistants hired when numbers of children dictate that more supervision is needed.

The program activities will vary from day to day, with opportunities for children to play outdoors, have a light snack, quietly study or read, and engage in planned group activities.

- III. Admission:
- Only children enrolled at St. Leonard School may participate.
 - Any family intending to use this service must pay the registration fee before the use of this service.
 - Registrations are accepted on the basis of available space and number of supervisors.
 - Non-registered families experiencing an emergency or special circumstance concerning this policy can appeal to the school principal.

- IV. Scheduling:
- A weekly planning sheet indicating the time your child will be at extended care must be submitted by **Wednesday** for the following week.

- V. Policies and Procedures:
- A **\$50.00** non-refundable registration fee is required for all families using the program.

The fees for this service are as follows:

	<u>1st Child</u>	<u>2nd Child</u>	<u>3 or more</u>
Hourly Rate Per child	\$5.00	\$4.00	\$3.00

Hourly rates are computed in ¼ hour increments rounded up to the nearest quarter-hour. Example: 2:30-3:40 = 1 ¼ hours; 2:30-3:50 = 1 ½ hours.

- Billing for the previous month's ECP usage will be sent out via the TADS system, typically during the first week of the following month.

* Weekly Planner sheets may be found on Schoolspeak, in the left Quick Links Menu, under Forms.

**ST. LEONARD SCHOOL
 Extended Care Registration
 2018 - 2019**

St. Leonard School offers an Extended Care program for children who attend our school. **A \$50.00 non-refundable fee is charged per family per school year**, which should be included with this registration, made payable to St. Leonard School.

Name _____
 (Please Print) Last First/Father First/Mother

Address _____
 Street

_____ City State Zip

Home Phone () _____
 Work Phone/ Mother () _____
 Cell Phone / Mother () _____
 Work Phone / Father () _____
 Cell Phone / Father () _____

Children to be involved in the program:

Name	Age	Grade Level 2018-2019
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How often will you use the program?
 _____ Occasionally _____ Regularly

Who is authorized to pick up your child/ren?

_____	_____	_____
Name	Relationship to the child/ren	Phone Number
_____	_____	_____
Name	Relationship to the child/ren	Phone Number

Does your child have any special health needs?

Is there anything we need to know about your child/ren?

You will also be required to complete the Emergency Information Record. This is the same form used for St. Leonard School.

- All emergency forms must be submitted and properly updated and will be kept on file in the Youth Center. Health forms submitted to school will be copied and kept on file in the Youth Center.
- Medicine may not be administered without explicit directions from the parents. Permission to Dispense Medicine form must be filled out.
- Children who become ill at the center will be isolated from the group within sight and hearing of an adult while parent/guardian is called to pick up the child.
- First aid supplies will be on hand in a designated area at all times.
- The ECP staff will assume full responsibility for a child from the time he/she arrives at the designated room until dismissal time. The child will be checked in upon arrival and signed out with an authorized person upon departure. A Photo ID may be requested before pick-up.
- If your child is given written parental permission to leave the ECP premises to participate in another activity and returns upon the activity's completion, the staff will not be responsible for your child during his/her absence. Your child must sign in and out, and if your child does not return to the program upon completion of the activity, staff members will contact the parents.

VI. Insurance: St. Leonard School carries liability and property damage insurance.

VII. Termination of Enrollment:

- Late payment of fees can be cause for dismissal from the program.
- Upon the discretion of the ECP staff and after reasonable effort on the part of the program staff to integrate a child into the program, a child's participation may be terminated if that child is deemed disruptive to the functioning of the program.
- Consistently picking up students after the 5:30 PM deadline is grounds for termination of participation in the Extended Care Program.
- Registration fee is not refunded if child's participation from the Extended Care Program is terminated.

Please return the bottom portion to the school office, along with the Registration Form and \$50.00 fee.

I have read and will comply with the above guidelines for the Extended Care Program.

Parent signature _____

Date _____

Parent Name (please print) _____