

Holy Rosary Catholic School



Extension Handbook

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Normal Operating Hours

EDP is in session on school days from:

6:45am-7:45am

3:00pm*-6:00pm

*EDP begins when school dismisses. For example, on minimum days EDP will open at the 12pm dismissal time.

EDP is not open on the day before Christmas Break or the last day of school.

Fee Schedule

Contract Rates

	Mornings & Afternoons	Mornings Only	Afternoons Only
One Child	\$185.00/mo	\$75.00/mo	\$150.00/mo
Two Children	\$225.00/mo	\$135.00/mo	\$200.00/mo
Three Children	\$265.00/mo	\$175.00/mo	\$240.00/mo
Each Additional	\$40.00/mo	\$50.00/mo	\$50.00/mo

Drop in Rates

\$7.00 per hour per student ~ **billed 15 minute increments.**

After Hours Fee

For any child not picked up by 6:00pm, billing will be \$2.00/minute per child.

Fees

It is the parent/guardian's responsibility to ensure that all fees are made in a timely manner. If a parent or guardian fails to meet the Extended Day Program (EDP) fee payment deadline, and

does not make adequate arrangements with the Principal, the child will not be allowed to continue in the program.

The EDP is entirely financed by fees. Regular and prompt payment will assure the continued employment of personnel and the provision of ample supplies, equipment, and snacks. The fee charged is for the 180 school day year and is payable in monthly installments, each of which is due the first of each month for the previous month's use.

Returned check or late payment fee is \$35.00.

Please follow these guidelines:

- Put all payments in an envelope marked with your child's name and the fee that is being paid. A written cash receipt will be sent home with your oldest child.
- Exact change only will be accepted for cash payments. A \$35.00 charge will be assessed for all returned checks or payments received after the 10th of the month.

What is the Extended Day Program?

The Extended Day Program (EDP) is before and after school care for regularly enrolled children who are in transitional kindergarten through eighth grade. It is staffed by school personnel, serves only the children enrolled at the school and can only be offered on days school is in session. Any changes will be noted in the school newsletter and/or website.

Emergencies/Safety

With the children's safety and well-being in mind, it is most important that the parent fill out an emergency form, and then adheres to the instructions given. Please keep your child's emergency information current.

Some of the most important regulations concern children leaving the premises of the Extension Program.

- Parents of children that normally attend EDP, especially those on the monthly contract billing, should advise the office if he/she will not be attending EDP in the afternoon.
- Parents or guardians should not take children from the school yard or other areas without notifying the Extended Day Program (EDP) staff and signing the child out.
- Parent or guardians should not send persons who are not on the Emergency form to ask for the release of children. For the child's safety, the release will not be granted. In special circumstances, a parent or guardian may arrange for such a pickup by sending written authorization to the Director. Anyone checking the child out must show a current picture ID, whether the person is on the Emergency form or whether it is by special arrangements with the Director.

Drop off/Pick up

Students dropped off before 7:45 am must check in with EDP, and parents will be billed in increments of 15 minutes. After school, if your child is not picked up within 10 minutes of dismissal, he/she will be placed in the EDP and you may pick your child up there. A parent or guardian MUST sign out each child from EDP. The time in EDP will be deducted from your pre-paid hours. If you do not have any pre-paid hours or are not registered, arrangements for payment for the Extension services must be made with the Extension Director. Families are usually allowed one curtesy emergency drop off – though it must be approved through the principal or EDP director.

Drop off and Pick up should occur at the EDP gate near the office. For the safety of our children, playground gates will not be open before 7:45am or after 3:15pm. Parents are required to park and sign out all students from EDP at the time of pickup, and students should sign in when dropped off.

Staff members are employed only until 6:00 p.m. It is common courtesy to respect the time of closure. A substantial, \$2.00 per minute, per child, will be charged for late pick-ups. When a child has not been picked up and no parent contact has been received, the following steps will be taken:

- The staff will try to contact the parent.
- Persons listed on the Emergency form furnished by the parent will be contacted in order to locate someone who can pick up the child immediately.
- The Woodland Police Department will be contacted if all efforts to arrange for a pick-up are unsuccessful.

Illness or Accident

- Medication will not be administered unless a Medication Form authorizing the staff to assist the child in taking such medication is on file.
- In cases, which appear to be of minor nature, First Aid will be administered on the premises. An accident form will be completed for more serious injuries.
- In cases which appear serious, the Program Director will make an effort to carry out the instructions as given on the Emergency form.
- Parents who do not wish their child treated in any way should indicate such on the Emergency form, and should give directions to be followed in the space, "Special Instructions".
- Parents will be expected to make provisions for taking sick children home. The Extension Program cannot transport children.
- If the parent or guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Program staff will act accordingly to their best judgement for the welfare of the child.

Telephone

Children will not have access to the telephone during EDP. The telephone is used for emergency use only.

Hygiene

Since this is a school age situation, it is assumed that all students are toilet trained and can take care of themselves. However, we all know that occasionally "accidents happen" when dealing with children. We do have a few sets of "emergency underwear", etc. at the center. If a child wets his clothes, he/she will be given a dry set to change into, and the wet items will be sent home.

- If a child has a bowel movement in his clothes, the parent or guardian will be called to change him. The teachers will not be expected to clean the child.
- Please return all "emergency clothes" after laundering.

Homework

Each day a homework period is scheduled. It is the child's responsibility to acknowledge his/her assignment and then to use the resources available. The EDP Staff has no way of knowing what work, if any, has been assigned.

Absences

- **If your child will be absent from the EDP for any reason, please notify the Director or office staff.**
- If a child is picked up from school for any reason and will not be attending EDP, the EDP should be notified that day.

Hot Lunch and Snacks

If the school has a minimum day and your child is released into the EDP, you must provide a lunch for your child. If the student does not have a lunch, one will be provided for an additional fee of \$5.

Although snack is provided by EDP, children are welcome to bring snacks from home. Please make sure the snack is labeled with the child's name. Snacks must be healthy. (See Parent/Student Handbook for guidelines).

Toys from Home

Children should not bring toys from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the "sharing" atmosphere encouraged in our large family atmosphere. If a personal toy becomes a problem source, it will be confiscated until the child leaves for home. If this problem persists, the toy will be confiscated until the end of the day.

Expectations for Children's Behavior

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. Students are expected to follow the same policies and Code of Conduct outlined in the Parent-Student Handbook. In addition, students must never leave the building or grounds without explicit permission of the staff of the Extended Day Program.

Dismissal from the Extended Day Program

Extended Day Program services to the family and/or an individual child may be terminated by the Director, after consultation with the school principal. Such cancellation of services will be given with one week's written notice, and for the following causes such as, but not limited to:

- Abuse of the EDP hours (chronic late pick-ups);
- Non-payment of the EDP fees;
- 2 months delinquent of EDP fees; or
- Failure of the parent/guardian or child to respect the safety and rights of other individuals in the Extended Day Program.

Extended Day Program Handbook

Acknowledgment Form

I/We have reviewed the Extended Day Program Handbook with my child(ren) in an effort to promote a better understanding of our Holy Rosary School rules and expectations. My/Our signature below acknowledges that I also have access to the handbook through the school website.

I/We understand that in the event that there are revisions to the handbook, I/we will be notified via email.

Family Name _____

_____ Parent/Guardian Signature	_____ Please Print Name	_____ Date
_____ Parent/Guardian Signature	_____ Please Print Name	_____ Date
_____ Student Signature	_____ Please Print Name	_____ Grade
_____ Student Signature	_____ Please Print Name	_____ Grade
_____ Student Signature	_____ Please Print Name	_____ Grade
_____ Student Signature	_____ Please Print Name	_____ Grade

***Parents and students must ALL sign.**