

2009-2010
Our Lady of Perpetual Help Extended Care Program

Students enrolled in Our Lady of Perpetual help school are eligible to attend the after school extended care program.

The program consists of supervised homework time, play time and snacks. After school care is available from 2:30 p.m. until 6:00 p.m. on full school days and from 12:00 p.m.(noon) until 6:00 p.m. On minimum days unless indicated on the school calendar.

Extended care is provided on the play ground and in sixth grade and second grade classrooms.

There is a cell phone which may be used for emergencies only by students. Should parents need to call in, the number is (951-312-9879)

DISCIPLINE CODE

All school rules outlined in our school handbook also apply to the discipline code for extended care. Every student is expected to abide by those school rules, respect the extended care staff, other students, school and personal property.

Students may not bring games or toys to extended care as the school will not be accountable in case of damage or theft.

If the student violates these standards, the first consequence is that student will be reminded of the rules. If the student does not respond correctly to this and the behavior problem persists, the parents will be informed by the extended care director.

Should there continue to be a problems, there will be a parents conference including the principal of the school. At that time the child may be excluded from eligibility for extended care.

EXTENDED CARE

For the sake of the safety of Our Lady's children ALL students will be sent to extended care that have not been picked up from the carline area by 2:45 p.m. or half days by 12:15.

After two days of students attending extended care for this reason, parents will be required to register them and pay the \$10.00 registration fee as well as for any amount due at the time for time students were in extended care.

In addition, for student safety students who are participating in any extra curricular activity must report to extended care and sign-in before going to said activity.

If activity starts later, students must do homework or have reading materials. There will be no charge for this time.

Student must be returned to extended care by activity moderator after activity and sign back-in and will be sign-out from extended care by a parent.

Students should sign-in and make a note of time on attendance sheet when reporting to extended care. A parent or other authorized person must present ID and sign the student out on attendance sheet and note the time.

Once the student has been signed out by the parent or authorized person, the student must leave with that person at the time noted or move to an area away from the extended care. This does not pertain to students with coaches. This is a security measure that must be adhered to.

Persons not authorized on "Identification and Emergency Card" will not be permitted to sign out a student under any circumstances.

Phone calls to school office are not authorized permission for another individual to pick up your student. Authorized persons should be *18 years old or older. Siblings may not sign out students on behalf of parents or other authorized persons.

*A sibling not 18 years old must have a special release letter to the school giving authorization for the student to ride in the car with the younger driver.

Before school Extended Care

Before school extended care hours are 6:30 a.m. to 7:15 a.m. The cost is \$3.50 per day. Before school extended care is held in the Pre-school building. Parents may enter off Streeter Avenue and park behind pre school to bring children for morning care. This gate is open from 6:30 to 7:00 a.m. only. Children arriving after 7:00 a.m. must enter from the school parking lot and walk through the breezeway to extended care, this ensures the safety of our students.

If the gate is locked, you must buzz the office for the gate to be unlocked until 7:15 a.m.

Students in Pre-school through 4th grade must be accompanied by a parent to the building and signed in. 5th through 8th grades should report to the Pre-school building and sign themselves in.

Students may work on homework, or read a book. No morning snacks provided. Students may bring breakfast, if they wish.

Our school office opens at 6:30 a.m. for your convenience.

THE PROGRAM

The afternoons are divided into sections to accomplish homework and to provide some nutrition and playtime according to the following schedule (times of approximately)

- 2:30-3:00 Supervised play time, outdoor if weather permits
- 3:00-4:00 Silent homework/reading hour. Children are expected to bring homework and/or reading material to occupy them for homework times.
- 4:00-6:00 Supervised time – Outdoor if weather permits. Program will provide balls, for outside play. Pencils, Pens, paper, indoor games and puzzles. G- Movies may also be shown.

Before leaving children are expected to clean up any game pieces they were using as well as their own belongings. Students may also be asked to help clean up after snack and playtime in the areas they used.

Kindergarten students go to preschool for Early Childhood activities.

HEALTH ISSUES

Extended Care personnel are not permitted by law to administer any form of medication or major first aid.

Students who sustain minor scrapes and bruises during play are instructed to wash the area. If more serious injuries are sustained, parents will be notified.

On an emergency basis only, students who have medicine at school, with permission signed by the doctor can take their medicine during extended care. Junior High students who have permission slips in the office carry their asthma medicine in their back packs.

In case of a catastrophic injury, the staff is certified in, and will, if needed administer CPR. Emergency medical help will be summoned by calling 911. Parents will be contacted immediately.

Children with communicable diseases and who are therefore absent from school would not be allowed to attend extended care.

FEES AND ADMISSION PROCEDURES

A student enrollment record must be completed in order to register for extended care.

A registration fee of \$10.00 per family is required. It may be paid the first time your student uses extended care.

Any student who has a completed enrollment on file for the current school year may use day care on anyway that year.

Fees for extended care are as follow:

1 child	\$3.50 per hour
2 nd child	\$3.00 per hour
3 rd child	\$2.50 per hour
4 th child	\$1.50 per hour

Parents are billed twice a month for extended Care. Bills should be paid promptly. If your outstanding balance is over \$200.00 you are asked not to use our program, until your account is current.

Parents must be prompt in picking up their children.

A Charge after 6:00 p.m. is \$25 for each 15 minutes per child. These late pick up fees apply to any part of the fifteen minute increments as indicated.

In cases of emergency when parents expect to be late they should call extended care at 951-312-9879 before 6:00 p.m. to report this and to give an estimated time of arrival.

After 7:00 p.m. if no phone call has been received, Child Protective Services may be called.

After three incidents of late pick-up, family use of extended care may be suspended or terminated.

SOME FURTHER CONSIDERATIONS

In case of natural disaster, the extended care follow the emergency plan of the school and uses the necessary equipment stored there.

All student records needed for the safe condition of extended care are confidential and will be shared only with those who have a legal right to know.

The extended director and principal of the school reserve the right to amend this policy statement for extended care.

Parents will be promptly notified in writing If changes are made.