

Annunciation Extended Care

440 West Rose Street

Annunciation Extended Care exists for the protection of Annunciation School children. Children on campus after 3:00 pm are the responsibility of their program coordinator (Italian teacher, Science Olympiad parent/teacher, Scout leader, etc.). Annunciation Extended Care is only responsible for the children that are signed into the program. **Any unsupervised child present on campus before or after yard supervision hours will be checked into Extended Care by a teacher and charged accordingly. NO EXCEPTIONS.** Extended Care is located next to the parish Choir Room on Rose Street. The address is 440 West Rose Street, Stockton 95203. Extended Care follows the same school year schedule as Annunciation School. Extended Care observes all school holidays and inservice days. Variations between the Annunciation School and Annunciation Extended Care calendars are rare. Any variations in the calendars would be posted weeks and months in advance in order for parents to plan for alternative child care.

BEFORE SCHOOL

ALL children arriving to school before 7:45 am will be checked into Extended Care. The program is available before school from 7:30 am until 7:50 am. The children will be released to the playground supervisor at 7:50 am. The before school fee is \$2.00 a day per child. Families who drop their children off for school before 7:45 am without adult supervision are subject to a \$5.00 fine per occurrence.

AFTER SCHOOL

Annunciation Extended Care is available to all Annunciation School children after school. Extended Care hours after school are 2:50 pm to 5:30 pm daily. On Early Dismissal Days, including the first Wednesday of each month, the program will be available from 12:00 noon to 5:30 pm.

- All children not picked up from school by 3:00 pm will be checked into the Extended Care until they are picked up from school. There are NO EXCEPTIONS to this rule. This is for your child's safety!
- EVERY family is required to have an Emergency Information form on file even if you **do not** intend to use the program. It is imperative that we have information on file in case of an emergency. Please fill out the Annunciation Extended Care Emergency Information form. You may download a copy of our introduction flyer and our Emergency Information form directly from the Annunciation School website. The Emergency Information form allows you to designate those authorized to pick up your child from the after school program. This form is required for each family, even for those who **do not** feel that they will use the program.

<i>Program Schedule</i>	2:50 – 3:00 pm	Sign-in
	2:50 – 4:00 pm	Gym / Outside / After School Activities
	4:00 – 4:15 pm	Clean-up Classroom
	4:15 – 4:30 pm	Snack Time
	4:30 – 5:30 pm	Homework Time / Quiet Activities

(Snack Time will be provided at 2:30 pm on Early Dismissal Days)

Activities

Extended Care provides a variety of daily playground/gym activities, building blocks, board and card games.

- Homework Time is available Monday through Thursday from 4:15 to 5:30 for students to complete their assigned homework, including quiet reading.
- “Pizza Day” is available on the first early dismissal day of each month in Extended Care; these are typically the second Wednesday of each month. This service is offered when the Annunciation School staff conducts their monthly staff meetings. This service is **NOT** available on every Early Dismissal Day. The cost is \$5.00 per child. Students may order pizza, juice, and small dessert by bringing their money to school in a marked envelope. Money should be turned in to their homeroom teacher before school starts. Payments may also be made directly to Extended Care before 8:00 am on “Pizza Day”. **Cash payments only please.**

Discipline

Children are expected to use respectable behavior at **ALL** times toward teachers and peers. Rude and inappropriate behavior is not tolerated. Discipline procedures will be handled as follows:

1. A “Note Home” will be sent home for....
 - Inappropriate behavior
 - Not following directions and or not listening to teachers
2. A Discipline Report will be sent home for...
 - Disrespect to teacher
 - Destruction of property
 - Seriously injuring/endangering another student or teacher
 - Chronic behavior issues

If your child receives a Discipline Report in Extended Care, it must be signed by a parent and discussed with the Director before your child may return to Extended Care. Copies of Discipline Reports will be sent to the main school office. Chronic misbehavior will result in suspension from the program for a period of time to be determined on a case-by-case basis.

Every child who is still signed into our program after 3:50 pm *MUST* participate in clean up time. Any child who refuses to clean up will be assigned additional clean up assignments, such as re-organizing our toy cabinet, cleaning out our dress up area, re-organizing our play kitchen or art cabinet, etc. Our classroom belongs to our entire community and needs to be cared for and treated with respect.

All Annunciation School policies and consequences stated in your school handbook apply to Extended Care as well.

Sign In/Sign Out

An Extended Care Teacher will sign each child into Extended Care at the double gym door entrance located in the small school playground from 2:50 to 3:05 pm. After 3:05 pm, the Sign In/Sign Out sheet will be located on the front counter as you enter the Extended Care room. Only parents or other authorized adults are allowed to sign your child out of Extended Care. **If your child attended Extended Care and was not signed out, it could result in a full day’s charge.**

Cell Phones and Other Electronics

Extended Care has the same policy as Annunciation School regarding cell phones and electronic devices. Cell phones and electronic devices should be kept in your child's backpack while they are signed into Extended Care. Extended Care and staff are not responsible for lost or broken cell phones and other electronic devices. Extended Care staff reserve the right to confiscate any cell phone or other electronic device that is being used inappropriately while checked into the program. Parents may make arrangements to return confiscated equipment with the director or supervising teacher. There is a phone available in the office for children to contact parents or other adults. Questions or concerns regarding this policy may be addressed with the Director.

Pick Up

Children will **ONLY** be released to authorized adults listed on your child's Emergency Information form on file with Extended Care. We will not release your child to anyone you did not authorize to pick up your child. Please make changes on the list as needed so we have the most current information. Every child must be signed out by an authorized person over the age of 16. Siblings accompanying parents during sign out must stay with a parent at all times. Please be sure to sign your child out when you leave to avoid any unnecessary charges. **Failure to sign your child out could result in a full day's charge.** Children will NOT be allowed to sign themselves out of the program. Under NO circumstances are children allowed to leave the program until an authorized person comes to pick them up and sign them out of our program. If you have any questions, please bring them to the attention of the Extended Care Director.

Fees

The after school fee is \$5.00 per hour per child. Parents are charged only for the amount of time that the program is used. There is a one-hour minimum charge per child for each month the Extended Care is used.

- Children picked up after the 5:30 pm closing time will be subject to a late charge of \$1.00 per minute.
- A billing statement will be emailed the first week of each month. If you do not receive a statement, please contact Annunciation Extended Care immediately to avoid any late charges. We will send a statement home with your oldest child if we do not have a current email address on file.
- Payments must be received within 10 days of billing to avoid a late charge. A late charge will be added to your balance each month that the account is over 30 days delinquent.
- Accounts past due will be subject to a minimum \$10.00 late charge or 20% of the balance, according to the Director's discretion.
- Bounced check charges are \$20.00 per returned check.
- Check payments are preferred. Your cancelled check serves as your receipt.
- All Extended Care accounts must be paid in full by the last Friday in June of each school year to avoid collections. Open accounts that are not current may be sent to collections before the start of the new school year, according to the Director's discretion.

ALL ACCOUNTS THAT ARE OVER 60 DAYS PAST DUE WILL RESULT IN ADDITIONAL FEES AND SUSPENSION OF EXTENDED CARE PRIVILEGES.