

Extended Care Program

Annunciation Extended Care provides child care services to families and children enrolled at Cathedral of the Annunciation School and who require services that are an extension of the school day. This service is only available to students enrolled in Kindergarten through Eighth grade at Cathedral of the Annunciation School at an additional fee. The Extended Care program provides professional care, supervision, homework support, as well as recreation and enrichment activities for these children. This program is provided for families who desire both Catholic school education and supplementary child care in a Christian environment. All policies of the school, including the contents of this handbook, apply during the Extended Care Program.

The Annunciation Extended Care program exists for the protection of Annunciation School children. Children receiving extra help from their teacher or participating in an after school extracurricular activities are the responsibility of their program coordinator (parent/teacher, Scout leader, etc.).

Annunciation Extended Care is only responsible for the children that are signed into the program. **Any unsupervised children present on campus before or after yard supervision hours will be checked into the Extended Care program and will be charged accordingly. NO EXCEPTIONS.** The Extended Care program is located in the Extended Care room/Choir Room on Rose Street. The Extended Care program follows the same school year schedule as Annunciation School. The Extended Care program observes all school holidays and in-service days. Variations between Annunciation School and Annunciation Extended Care are rare and any variations in the calendars would be posted well in advance for parents to plan accordingly.

HOURS OF OPERATION AND BASIC FEES:

PROGRAMS	TIMES	MONTHLY BASIC RATES
Morning Program	7:30am-8:00pm	<ul style="list-style-type: none"> \$2.00 per day of use per child
After School Program	Dismissal-5:30pm (Noon to 5:30 pm on Early Dismissal Days)	<ul style="list-style-type: none"> \$5.25 per hour per child

*There is a one-hour minimum charge per child per child for each month the Extended Care is used; Please review your Admissions Agreement for additional billing information.

EXTENDED CARE SCHEDULE:

PROGRAM SCHEDULE	TIMES	+Please note Early Dismissal Days are once a month and begin at 12 noon.
	Dismissal-3:00pm	<ul style="list-style-type: none"> Sign into Extended Care
	Dismissal-4:00pm	<ul style="list-style-type: none"> Outside Time / Gym Study Time
	4:00-4:15pm	<ul style="list-style-type: none"> Students clean up their area
	4:15-4:30pm	<ul style="list-style-type: none"> Snack time*
	4:30-5:30pm	<ul style="list-style-type: none"> Homework Time / Quiet Activities

+The Program Schedule is adjusted on these days. * Snack will be served at 2:30 pm on Early Dismissal days.

EXTENDED CARE CONTACT INFORMATION:

DIRECTOR	PHONE NUMBER	EMAIL
Shannon Rodriguez	209-465-2961	preschool@annunciationstockton.org

MEALS AND SNACK:

Annunciation Extended Care does not provide meals, however we do serve a small after school snack for children still signed into our program at 4:15 pm (2:30 pm on Early Dismissal days). Please send your child with a bagged lunch on these days.

FIELD TRIPS AND TRANSPORTATION:

Annunciation Extended Care is an extension of the school day at Annunciation School. We do not schedule field trips; and all transportation is the responsibility of the child's parents or guardians.

ENROLLMENT:

Children are automatically enrolled into Annunciation Extended Care as a service to families who may be running late and for the protection of our students. This service is provided at an additional fee. EVERY family is required to have an Emergency Information form on file with Annunciation Extended Care. It is imperative that we have information on file for every child in case of an emergency. The Annunciation Extended Care Emergency Information form is available on the school website. Please fill out and return the first day of school. Please contact the Extended Care Director if you have any questions. This form is also included in the Extended Care registration packet.

EXTENDED CARE REGISTRATION PACKET:

An Extended Care registration packet includes the following forms:

- Annunciation Extended Care Emergency Information
- Personal Rights (LIC 613A)
- Parents' Rights (LIC 995)
- Annunciation Extended Care Admissions Agreement

PERSONAL AND PARENTS RIGHTS:

Each child receiving services from Annunciation Extended Care is entitled to protective rights, including to be treated with dignity, accorded safe and healthful accommodations, and to be free from corporal or unusual treatment. A complete list of these personal rights are outlined on the LIC 613A Personal Rights included in the Extended Care registration packet and available on the school website.

Parents/Guardians who enroll their child in a licensed childcare facility have the right to be informed of their rights. Your rights include, but are not limited to, entering and inspecting the child care center without advance notice. A complete list of these parents' rights are outlined on the LIC 995 Notification of Parents' Rights included in the Extended Care registration packet and available on the school website.

PARENT VOLUNTEERS:

Annunciation Extended Care has the same policy as Annunciation School regarding parent volunteers. Volunteers need to speak with the Extended Care Director to ensure they have completed their entire Safe Environment packet and that all the paperwork is current and up to date. In addition, volunteers for Annunciation Extended Care must provide immunization records for current MMR, Tdap, flu and a TB clearance, as well as a statement of good health. Furthermore, volunteers may never be left alone without a staff member present.

MEDICATIONS:

Children are not allowed to self-administer medications while checked into Annunciation Extended Care. If your child is under the care of a physician and requires a prescribed medication, please speak with the Extended Care Director to make arrangements and fill out the appropriate paperwork.

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.

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

SIGN IN/OUT PROCEDURES:

An Extended Care teacher will sign each child into Extended Care at the double gym door entrance located in the small school playground from dismissal to 2:40 pm. After 2:40 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.**