

St. Anthony School 2019-2020

Extended Care Program Handbook

Who May Participate

The St. Anthony School student only may be enrolled in the Extended care program. No preschool age or out of school siblings are allowed to attend.

Level of Participation

Students may participate daily, or on an occasional use basis according to need. Morning care is a drop-in service only. Students cannot be dropped off at school any earlier than 7:20 am.

Program Availability

Dismissal from school at 3:00 p.m., noon on minimum days, or 1:30 on curriculum days to 5:30 p.m.

Minimum Days

It is necessary to send a lunch to school with your child on minimum days.

Holidays

Extended Care will not be open on regular school holidays and on the minimum days before school vacations.

Fees.

MONTHLY PAYMENT PLAN

The monthly payment plan is designed for families who know they will be using the Extended Care Program on a regular basis. Rates are significantly lower than the drop-in rate and require a nine-month contractual commitment. Rates are calculated using 180 academic days, and payments are prorated over nine months, September through May. Credit is not offered for unused days, absences, or on days that the Extended Care Program is closed. Monthly contracts are handled through FACTS.

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| 1. Grades Transitional K - 8 ~ before school only | \$50.00 per month |
| 2. Grades Transitional K - 8 ~ before and after school | \$225.00 per month |
| 3. Grades Transitional K - 8 ~ after school only | \$175.00 per month |

DROP-IN RATE

Students who are not on a monthly Extended Care Program contract will be charged the drop-in rate, billed in ¼ hour increments, on a monthly basis. Drop-in Extended Care Program fees are due at the school office on the 1st of each month. Non-payment of Extended Care Program fees will result in removal from the Extended Care Program. \$4.00 per student per hour

Late fee: \$5.00 for each 15 minutes past 5:30 p.m.

Billing

Parents will receive a monthly statement for Extended Care drop-in usage by the first week of the month. **Payments are to be made through FACTS Tuition Management System within ten days of billing.** Delinquent accounts (30 or more days late) will be grounds for removal from the program and may be referred to the Credit Bureau for collection. Check Charges for insufficient funds, etcetera, will be passed on the maker of the check.

Snacks

Parents are responsible to send snacks for their child(ren).

Departure Procedure

Students are expected to check in to Extended Care immediately after school unless written permission has been given by parent for participation in an extracurricular activity or if the student is serving detention.

Parents and designated signers must sign their child(ren) out on the daily attendance sheet located in the Extended Care facility.

Children will not be released to anyone whose signature is not on file. For the child's safety, we cannot grant permission by telephone to allow a person who is not listed on your contract to pick up your child.

Illness or Injury

In case of illness or injury, we will make every attempt to contact a parent, or person listed on the emergency form. If, in our judgment, time is essential, the child will be taken to the nearest hospital. The Extended Care staff will act according to their best judgment for the welfare of the child.

It is imperative that all telephone numbers and emergency card information is kept up-to-date, and that the school be informed if someone other than the parent may be caring for the child.

Parents are expected to make provisions for picking up sick children. The Extended Care Program does not have facilities for in-house care or transportation of sick children.

Attendance

As a courtesy, regular attendees of Extended Care should give prior notification to the Extended Care staff, or call the office to advise that the child will not be attending a specific day.

Program

1. Supervised play area.
2. Supervised homework areas.
3. Snack time (provided by parent) is around 3:30 p.m. Please advise us if your child has any food or drink allergies, should another child share a snack with your child.
4. Arts and crafts projects on occasion.
5. Students are encouraged to bring play clothes to change into to save wear and tear on their uniforms.

Behavior

As members of a Christian and caring community, the Extended Care children will be expected to respect the staff, each other, and the materials and environment provided. They will abide by the rules of the St. Anthony School. Parents of students exhibiting uncooperative attitudes will be notified. If lack of cooperation continues, the child(ren) will be not be allowed to return to the program.

Parental Responsibilities

1. Provide a current and complete emergency and identification information sheet and grant permission to take appropriate medical steps in an emergency.
2. Sign child(ren) out daily. All persons authorized to pick up children must have signature on file.
3. Sign permission notice for child's usage of play equipment and participation in Extended Care activities.
4. Agree to assume any medical expenses incurred for the child.
- *** 5. ***No CD's, I-pods, or the like are allowed. Cell phones may not be used or played with during E.C.***
6. Agree to all terms and conditions set forth in this handbook.

Sincerely,

Extended Care Contract 2019-20

We, the parents of the student(s) named below, agree to the terms and conditions of the Extended Care Handbook. **Pay to FACTS Tuition Management System.**

Initial _____

We agree to allow the student(s) named below to use the play equipment and to participate in all activities of the Extended Care Program.

Initial _____

We also agree that St. Anthony School will not be responsible for my child(ren) if I, or persons I have authorized, do not sign my child(ren) out when he/she leaves Extended Care.

Initial _____

We agree to allow necessary steps to be taken for emergency medical care in the event that a parent or authorized person cannot be reached; and we assume any medical expenses for my child(ren).

Initial _____

Child(ren)'s Name(s) _____

Mother/guardian

Date

Father/guardian

Date

Persons authorized to pick up and sign child(ren) out of Extended Care:

1. _____

2. _____

3. _____

EXTENDED CARE SCHOOL YEAR 2019-20
EMERGENCY AND IDENTIFICATION INFORMATION

Family Information:

1. Name of Child _____ Date of Birth _____
2. Name of Child _____ Date of Birth _____
3. Name of Child _____ Date of Birth _____

4. Mother's Name _____ Phone _____
5. Mother's Work _____ Phone _____
6. Address _____
7. Father's Name _____ Phone _____
8. Father's Work _____ Phone _____

Names of Persons Authorized to Pick Child Up From Extended Care: (Include full name and relationship to child)

1. Name _____ Phone _____
2. Name _____ Phone _____
3. Name _____ Phone _____

Additional Persons Who May Be Called In Emergency to Pick Child Up From Extended Care. (Include full name and relationship to child)

1. Name _____ Phone _____
2. Name _____ Phone _____
3. Name _____ Phone _____

Medical Information:

1. Family Doctor _____ Phone _____
2. Dentist _____ Phone _____
3. Orthodontist _____ Phone _____
4. Food & Other Allergies or Medical Limitations _____
5. Insurance Information _____

Permission for Medical Treatment procedures vary among medical personnel and medical facilities with regard to provision of medical care for a minor child in the absence of a parent. The exact procedure required by the physician or hospital to be used in emergencies should be verified in advance.

In case of an accident or emergency, I authorize a staff member of St. Anthony School to seek the necessary medical attention required for the safety and well being of my child at my expense. In accordance with the DIOCESE OF FRESNO ANNUAL SCHOOL CONSENT FOR EMERGENCY MEDICAL TREATMENT, SCHOOL ACTIVITIES PERMISSION, AND RELEASE OF LIABILITY FORM.

SIGNATURE _____ ***DATE*** _____

SIGNATURE _____ ***DATE*** _____