

Extended Care Program Handbook

2013-2014

Updated 8/19/2012



Table of Contents

Introduction.....	1
Contact Information.....	2
Hours of Operation.....	2
Program Schedule.....	2
Enrollment.....	3
Rates & Payments.....	3
Health.....	5
Homework (After-School Care).....	6
Personal Property.....	6
Discipline.....	7
Sign-Out (After-School Care).....	8

Introduction

Dear Parents,

Welcome to another year at St. Mary of the Assumption School!

This handbook explains the St. Mary of the Assumption Extended Care Program (ECP) and provides an overview of its policies and procedures. The ECP is a service to working parents who seek a safe and enjoyable environment for their children outside school hours. The ECP offers before- and after-school supervision for children in all grades whose parents need to drop them off at school early or pick them up after regular school hours. It is available on both a monthly and a drop-in basis.

Please take some time to familiarize yourself with the contents of this handbook. You may find that many of your questions about the program are already answered in these pages. In addition, by enrolling your child in ECP, you agree to abide by these policies and to have your child abide by them as well.

The policies in this handbook are subject to change as the Director and school officials deem necessary. In that event, you will be updated at the time of the change or with appropriate advance notice.

If you have any questions about the program, please feel free to contact me by telephone or email. Contact information for the program is provided below. My staff and I look forward to meeting you and to helping your child have a safe and enjoyable year.

Mr. Whitney Jacobs
Director of Extended Care Program

Contact Information

- St. Mary of the Assumption office phone: (301) 627-4170 [School days 7:30 AM – 3:30 PM]
- ECP office phone: (301) 627-6798 [School days 3 – 6 PM]
- ECP Director's email: wjacobs@stmaryum.org

Hours of Operation

The ECP's hours of operation are as follows:

- 6:30 – 7:45 AM for before-school care
- 2:45 – 6 PM for after-school care
 - On early dismissal days, after-school care hours are 12:45 – 6 PM (This does not apply on days of early dismissal due to inclement weather, in which case after-school care will be cancelled.)

If your child is not picked up from school by the end of the late pickup period (typically 3:30 PM, unless other arrangements have been made), then he or she will be checked into after-school care and you will be charged the daily rate for drop-in attendance.

Please note that children are not allowed to attend after-school care on a given day if they have been absent from school for the entirety of that day.

Also note that for pickup after 6 PM, a late pickup fee of **\$1.50 per child, per minute** will be assessed. This fee is payable at the time of pickup. If payment is not available at that time, unpaid late pickup fees will be included on your next invoice.

Program Schedule

Before-School Care

- The Before-School Care Program consists of unstructured time in which children can complete homework or play. Breakfast is available during this period for \$2.

After-School Care

- The schedule for the after-school care program generally includes the following activities:
 - Snack time, during which the children may purchase snacks from ECP staff (cash only) or eat other food items they have brought from home.
 - Outdoor play (weather permitting)
 - Study time, during which children are supervised as they complete their homework or other desk work.
 - Indoor activity, including games, crafts, or other play.This schedule may be revised in the event of special activities or other contingencies.
- Enrolled children are grouped by grade and will complete all scheduled activities in the company of their group-mates. The groups are divided as follows:
 - Pre-K through 1st grade
 - 2nd and 3rd grades
 - 4th and 5th grades
 - 6th, 7th, and 8th grades

Each group will have adult staff assigned to supervise them at all times.

Enrollment

To enroll your child in the ECP, you must submit the following items to the Director or the school office on or before the first day of your child's attendance:

- The completed **Enrollment Form**, which contains:
 - A list of the children you wish to enroll,
 - The services for which you wish to enroll them,
 - The individuals authorized to pick your children up from school, and
 - The name, billing address, and contact information of an adult who is financially responsible for your child's extended care.
 - Please note that a new registration form must be submitted at the beginning of each school year, even if most information on it has not changed.
- The completed **Emergency Contact Form**. (If your child is new to St. Mary's, you must also submit a completed immunization form, which can be obtained from the school office.)
- **Payment** by check or cash for the enrollment fee. Please note that this fee must be paid for EACH child you wish to enroll, whether they will be using the monthly or drop-in service.
- If you are enrolling your child on a **monthly** basis:
 - Payment for the activity fee. Please note that this fee must be paid for EACH child you wish to enroll.

Enrollment forms can be obtained in hardcopy from the ECP Director or the school office. They are also available on the school's website:

http://stmaryum.org/extended_care/enrollment_form.pdf

Rates & Payments

2013-2014 Rate Schedule

Program Tuition Rates:

<u>Before-School Care only</u>		<u>After-School Care only</u>		<u>Before- and After-School Care</u>	
Monthly:		Monthly:		Monthly:	
1 child	\$105.00	1 child	\$230.00	1 child	\$305.00
2 children	\$120.00	2 children	\$335.00	2 children	\$420.00
3 children	\$135.00	3 children	\$440.00	3 children	\$535.00
4 children	\$150.00	4 children	\$545.00	4 children	\$650.00
Drop-in:		Drop-in (per day):			
\$10/child		1 child	\$20		
		2 children	\$35		
		3 children	\$50		

Additional Fees:

- Registration Fee \$25 (per child per year, due upon registration)

- Activity Fee \$60 (per child per year, monthly service only, due upon registration)
- Late Payment Fee \$50 (assessed each month for which program tuition payment is not received by the 20th of the month)
- Late Pick-Up Fee \$1.50 (per minute, per child, for pickup after 6 PM)
- Returned Check Fee \$30.00

Payment Questions and Answers

- *When is payment due?*
 - ECP payments are due on the first of every month, from September 1st until May 1st. A late fee will be charged for all ECP payments received after the 20th of each month.
 - Parents enrolling their children in monthly service will not be charged for days prior to September 1st if they pay for the month of September by the 1st. Otherwise, drop-in rates will apply for these days.
 - Payment may be made prior to receiving an invoice. **Failure to receive an invoice does not relieve the obligation to pay for ECP tuition.**
- *How do I know what I owe?*
 - Parents of students enrolled in monthly service will be invoiced at the beginning of each month for the month ahead.
 - Parents of students enrolled in drop-in service will be invoiced at the beginning of each month for the month just completed. There are two exceptions to this rule:
 - On days prior to September 1st and after June 1st, payment is due at the time of drop-off (for before-school care) or at the time of pickup (for after-school care).
 - Invoices are generally distributed in person by the Director or ECP staff, but may also be sent home through a child's homeroom teacher or be mailed. If you prefer to be contacted about invoicing via email, please notify the Director and provide your email address.
 - Your account balance can also be obtained from the Director during after-school care hours.
- *How can I pay?*
 - Payment can be made either to the ECP staff person signing children in (for before-school care), to the staff person at the sign-out counter (for after-school care), or to the school office. Acceptable forms of payment include personal, business, or cashiers' checks, money orders, and cash. Checks should be made payable to St. Mary of the Assumption School.
- *How can I get information to help me declare my child care expenses on my taxes?*
 - All ECP invoices and statements contain the St. Mary of the Assumption Tax ID number and may be used when applying for income tax credits.
 - Statements of a family's total ECP payments for each calendar year are distributed by January 31st of the following year.

- *How is monthly service billed?*
 - Monthly service is based upon the assumption of daily attendance and will not be prorated for a child's absence or illness on individual days (except in extreme cases). Early Friday dismissals will be counted as regular days for billing purposes.
- *December and April are short months (due to Christmas and Easter breaks); do I still have to pay for the whole month with monthly service?*
 - Yes. Despite the breaks in these months, the number of ECP days in them is still high enough that you would pay more on a drop-in basis; so the monthly rate saves you money.
- *Do I have to pay for monthly service in June, which has only about a week of ECP?*
 - No. There is no monthly charge for June. However, drop-in service will be charged during June.
- *Which service should I use if my child will not attend everyday?*
 - Before enrolling your child, please consider your projected usage patterns to determine if it is more sensible to use the monthly or drop-in service.
 - When invoices for drop-ins are generated, the Director checks the number of days a child has attended for the month in order to determine whether it would be cheaper to charge the monthly rate. You are charged the lower of the two rates.
 - If you need to change from monthly to drop-in service or vice versa, please contact the ECP Director.
- *What happens if I do not pay on time?*
 - A late payment fee of \$50 may be applied to invoices not paid by the 20th of the month in which the invoice is issued.
 - If payment is not received for more than 30 days beyond the date due (the 20th of each month), the following penalties will apply until payment has been received:
 - The child will not be allowed to return to ECP. If a child reports to ECP under these circumstances, he or she will not be allowed to enter, the child's parent will be contacted, and immediate pickup from school must be arranged.
 - The child's report card will not be issued.
 - The child's transcript will not be released to other schools.
 - If you are having trouble paying your ECP bill on time, please contact the ECP Director immediately.

Health

Accident or Illness

- The ECP Director and staff are trained in CPR and first aid, and will address minor bumps and scrapes as they arise.
- ECP staff may only administer ice and band-aids to children. Please do not send medicine with your child to be administered by staff. If children are able to administer their own medicine, they will be allowed to do so. However, ECP staff are not allowed to administer medicine to children.
- Parents will be notified of all head injuries at the time of the injury.

- Parents will be notified of lesser injuries or illnesses at the time of pickup or at the time the injury or illness is discovered, based on the Director's discretion.
- In the event of emergencies, ECP staff will contact EMS and one or more of the individuals listed on the child's emergency contact form.

Asthma/Allergies

- The ECP office maintains a collection of inhalers and Epi-pens that are prescribed for enrolled students. If your child requires one of these items, please furnish **unexpired** examples as early as possible.

Records

- The ECP office maintains its own set of medical records for enrolled children based on the medical forms held by the school office. To ensure that your child receives accurate care in the event of an emergency, please keep his or her medical forms up to date.

Emergency Evacuation

- In the event that the school building must be evacuated, ECP staff will lead those children in their immediate care to a safe location, take attendance, and communicate their status to the Director or other officials.

Homework (After-School Care)

- All students in after-school care will have daily homework time for approximately one hour.
 - For children in grades Pre-K through 3rd, homework will be checked for correctness by the teacher on duty. It is parents' responsibility to re-check or sign homework as needed.
 - For children in grades 4th through 8th, homework will be checked for completeness only. Please be aware that some subject matter assigned to students is outside the familiarity of ECP staff and cannot be checked for correctness. It is parents' responsibility to re-check or sign homework as needed.
 - If your child is having a problem completing homework during ECP time, or if you would like to request that your child be kept inside to have additional study time instead of outdoor play, please contact the Director or ECP staff.

Special Activities

- A one-time activity fee is collected for every child who is enrolled in after-school care on a monthly basis. This fee helps to pay for supplies and special activities used by children in the program. As a result, participation in special activities will generally be limited to children enrolled on a monthly basis. Exceptions will be noted and parents will be notified of events in which their children are eligible to participate.
- Special activities will be announced in advance to allow parents an opportunity to plan for them. Please try not to pick your child up early on those days if you want them to participate fully in the planned activities.

- Participation in special activities is a privilege that may be withdrawn from certain children due to disciplinary concerns or other matters at the Director's discretion.

Personal Property

- Parents should exercise caution in allowing children to bring toys, games, or personal electronics from home. Though most such items are not allowed to be used during the school day, they may be used in ECP under the following conditions.
 - St. Mary of the Assumption assumes no responsibility with regard to their loss or damage.
 - Electronic games may only be played when:
 - Their content is not contrary to the values of the school.
 - They are used only during unstructured time.
- If a child's use of his or her personal property in ECP becomes a source of distraction to children engaged in assigned activities (such as homework) or causes division and ill feeling among other students, ECP staff may ask the child to put the item away.
- If it becomes necessary for ECP staff to confiscate a child's personal property due to disciplinary or other concerns, the item must be claimed by a parent or guardian and its future use during ECP will not be allowed.
- The Director will decide which items are acceptable for use in ECP and inform the student of his decision.

Discipline

- The ECP follows the same codes of discipline and dress that apply during the school day. ECP staff will enforce these codes using verbal directions and penalties as judged appropriate.
- Children in grades 6-8 will be disciplined using the school's demerit system if verbal reprimands fail. Please see the school handbook for demerit system policies.
- Minor infractions such as using inappropriate language, mistreatment of classmates, disregard of staff instructions, etc., will be dealt with by the staff assigned to the offending child's group.
 - Children will be warned as a first level of deterrent.
 - The next step is usually a time-out, typically of no more than ten minutes.
 - If the behavior persists beyond this point, or if the Director or ECP staff deem it appropriate, the child's parent will be informed of the behavior at pickup or next contact.
- Major infractions such as disrespect of adults, intentional infliction of harm, damage to personal or school property, etc. will be referred to the Director.
 - The child's parent will typically be contacted immediately.
 - The child may be separated from other children and supervised individually until the school day begins or the child is picked up.
 - Parents of other affected children will be contacted as appropriate.

- If the infraction takes place in the context of a special activity, the offending child will not be allowed to participate in that activity.
- In extreme or repeated cases, an offending child will be barred from ECP.

Sign-Out (After-School Care)

- Children can only leave after-school care when an authorized adult has signed them out on the check-in/out sheet for that day.
 - The check-in/out sheets for all grades are located at the sign-out counter across from the school office, to the right of the front entrance. To sign your child out, find the appropriate roll sheet for your child's grade and initial in the box for the current day.
 - A list of individuals authorized to sign out your child is included with your ECP enrollment paperwork. For the safety of your children, it is imperative that you complete this list and return it to the Director. **Only individuals whose names and contact information appear on this list will be allowed to check out your child.**
 - Your child cannot leave the building to meet you at your vehicle without being signed out first. The adult signing your child out must enter the school and sign for him or her.
 - If unforeseen circumstances prevent you from providing advance, written notice that your child will be picked up by a person who is not on his or her pickup list, you or another authorized person in your child's file will be called when any individual not recognized by ECP staff requests to sign out your child.
 - Such individuals will be required to show proper photo identification before they are allowed to sign out any child.
 - Please add any such individuals to your child's pickup list at your soonest convenience.
- After-school care ends at 6 PM. At least two members of the ECP staff will remain at the school until the last child has been picked up.
- If your child is picked up after 6 PM, the adult signing him or her out must sign a late pickup book instead of the usual check-in/out sheet. A late pickup fee of \$1.50 per minute, per child will apply to all children picked up after 6. This fee is payable at the time of pickup. If payment is not available at that time, unpaid late pickup fees will be included on the parent's next invoice.
- Once a child has been signed out from ECP, he or she may not return on the same day.