

ST. ALEXANDER
EXTENDED DAY PROGRAM
2009 – 2010 HANDBOOK

Mrs. Cathy Biel, Principal

Mrs. Mary Dombrowski, Assistant Principal

Mrs. Julie Barker, Program Coordinator

Mrs. Mary Ann Pellicore, Program Coordinator

ST. ALEXANDER EXTENDED DAY PROGRAM

PURPOSE:

This program has been instituted to provide before and after school care for St. Alexander students in Kindergarten through Grade 5. Exceptions for any students over Grade 5 will be considered.

HOURS OF OPERATION:

7:00 A.M. – 7:50 A.M. (on an as-needed basis)

2:30 P.M. – 6:00 P.M.

Extended Day will only be in session on full days of school. Please check the school calendar for all dates regarding half-days and closings.

THE FIRST DAY OF EXTENDED DAY WILL BE AUGUST 27, 2009.

COST:

There is an annual registration fee of \$25.00 per child or \$40.00 per family.

Hourly rates are as follows:

\$3.50 per hour/ 1 child

\$6.00 per hour/ 2 children

\$8.00 per hour/ 3 or more children

Fees will be billed in half-hour increments.

Regular and prompt payment of fees is essential to keep the program running efficiently. Monthly statements are issued and payment is due within seven (7) days of receipt of bill. A \$10.00 late payment charge will be added if the current payment is not received by the due date. Due dates are clearly stated on the weekly statement. No annual statements are provided. Your bill copy and cancelled check are your receipt. Please keep accurate records.

LOCATION:

Both the morning and afternoon sessions of Extended Day will be held in Room 310. Students should be checked in at the school office when arriving for the morning session. Parents should enter through the Parish Center (Gym) doors when picking children up from the afternoon session. Parents should ring the Extended Day doorbell, which is on the left side of the outer glass doors, to be let into the building for pick up.

MORNING SESSION ACTIVITIES:

The morning session will not be staffed on a regular basis. If you find that you require morning care for your child, please send a note to Mrs. Barker **two to three days in advance** of the day(s) you will be needing morning care. An Extended Day staff member will be present **ONLY** on the days listed on your note. Parents must accompany their children into the building and check them in at the school office. During the before school session, students will have QUIET TIME to prepare for their day. Many parent conferences and teacher meetings are held before school hours; therefore, we need to be considerate of those around us.

AFTERNOON SESSION ACTIVITIES:

The afternoon session runs from 2:30 – 6:00 P.M. Attendance will be taken and a snack will be provided. Students will have a 15 minute snack time. IF YOUR CHILD HAS A FOOD ALLERGY, IT IS IMPERATIVE THAT YOU NOTIFY THE STAFF SO AN APPROPRIATE SNACK MAY BE GIVEN. Parents are welcome to send their child/ren with an appropriate snack from home, if they wish.

Certain days will be announced for movie and popcorn treats, or other special events.

We will provide the students with activities such as games, puzzles, art projects, books, and craft supplies. Outdoor activities in adult supervised groups may take place, weather permitting.

HOMEWORK:

A quiet time will be provided for those students that have homework assignments. All students will be expected to start on their homework unless we have been notified in writing from the parents that the child is to do the homework at home. All homework should be checked at home by the parents. The time that is being provided will not be a tutoring service. If no homework has been assigned, then your child needs to have a book to read during this half hour.

CLOTHING:

Students will be allowed to change into appropriate play clothes for outside activities. Extended Day will not be responsible for loss or damage to school uniforms or play clothes. We strongly suggest that you label all of your child's belongings.

TOYS FROM HOME:

To prevent the chance of something getting lost or broken, we request that students DO NOT bring toys from home unless these items are to be donated to the program and may be used by all of the children.

EXTRACURRICULAR ACTIVITIES:

If a student is enrolled in an extracurricular activity such as Brownies, sports, or an enrichment class, arrangements are made with the director of that activity so that the child is brought to and from the program and “re-signed” into Extended Day. This gives the students the opportunity to participate in the St. Alexander activity of their choice. **If your child is being signed out of Extended Day by another parent, a coach, etc., a note of release needs to be sent, indicating your permission.**

PICK UP:

Only parents or designated parties, as listed on the emergency card may sign children out at pick-up time. No one other than those listed will be allowed to pick up your child unless we receive a dated note with parent’s signature stating your permission. Parents may not direct the child to be released by telephone. The request will not be granted. Anyone picking up a child must show a current driver’s license or picture I.D. These policies are essential for the safety and security of your children.

LATE PICK UPS:

The Extended Day program closes at 6:00 P.M. Please respect the time of closure. A late fee will be charged for any children not picked up by 6:00 P.M. **The late charge will be as follows: \$5.00 flat fee plus \$5.00 for each additional quarter hour PER CHILD.**

ATTENDANCE/CHANGES IN ATTENDANCE:

Parents should remind their child when he/she needs to attend Extended Day. Please also send a note to your child’s homeroom teacher letting them know when your child will be going to Extended Day. Parents may call the school office to have their child sent to Extended Day ONLY IN AN EMERGENCY.

The staff is aware that, at times, schedules change. A child might be coming on different days, or may not come for a whole week. If any change in your child’s “usual” schedule occurs, please notify the staff in writing.

ILLNESS OR ACCIDENT:

First aid will be administered for minor cases. No medication will be administered by any staff member to any child at any time.

In accident cases, the parents will be notified and instructions of the parents will be followed. In immediate emergencies, the paramedics will be called.

Parents will be expected to make provisions for taking sick children home. The Extended Day program does not have facilities to care for sick children. Names and phone numbers of those authorized to pick up a sick child are to be listed on the emergency card.

If your child has a severe allergy that requires medication (i.e. Epi-Pen), please notify Mrs. Barker and Mrs. Pellicore so appropriate safety measures can be in place.

LOST AND FOUND:

Clothing, books, and other personal items left at Extended Day will be placed in the Extended Day Lost and Found. Items not claimed within five school days will be transferred to the school's lost and found.

EXPECTATIONS OF THE CHILD:

As members of a Catholic and caring community, the children will be expected to respect the staff, each other, the materials, and the environment provided. They must NEVER leave the premises without explicit permission of the Extended Day staff.

Children participating in our Extended Day program are expected to adhere to the behavior policy of St. Alexander School. Discipline problems are handled by the Coordinators. Repeat problems will be brought to the attention of the parent and the principal will be notified. If problems persist, the child may be dismissed from the Extended Day program. Parental support is required.

PLEASE SIGN AND RETURN

We have read and discussed the policies of the Extended Day Program. We agree to uphold the St. Alexander School rules as well as the rules of the Extended Day Program.

Extended Day will begin on Thursday, August 27, 2009.

CHILD'S NAME	GRADE	ROOM #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent Signature

Date

St. Alexander Extended Day Program

RELEASE FORM

Child's Name: _____ Date of Birth: _____

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Child's Name: _____ Date of Birth: _____

Child's Name: _____ Date of Birth: _____

Parents' Names: _____

Home Phone Number: _____

Address _____

City/State/Zip _____

Work and Cell Phone Numbers:

Father: (w) _____ (c) _____

Mother: (w) _____ (c) _____

In Case of Emergency, please contact: _____

Phone Number: _____

Relation to Child: _____

I, the undersigned parent/guardian of _____ in enrolling my child at the ST. ALEXANDER EXTENDED DAY PROGRAM at 126TH & 71ST Avenue, Palos Heights, IL 60463, understand that he or she, in attending the ST. ALEXANDER EXTENDED DAY PROGRAM and using the facilities, does so at his or her own risk. The operator shall not be liable for any damage arising from personal injuries sustained by participating in or about the premises. Participant assumes full responsibility for all injuries and damage which may occur in or about the premises.

In consideration of your acceptance of my child's entry, I, intending to be legally bound, do hereby waive, release, and forever discharge any and all rights and claims against the ST. ALEXANDER EXTENDED DAY PROGRAM, and its assistants and substitutes, for damage or injury sustained by my child while participating in or attending any activity related to the above named program, whether incident takes place on the premises or traveling to and from the premises.

PARENT/GUARDIAN SIGNATURE: _____