

# St. Alphonsus/St. Patrick School

## Extended Day Program

**St. Alphonsus/St. Patrick School Extended Day Program** will be available beginning on **Thursday, August 25, 2011**. The program will offer after school care, 2:30-6:00pm, for students enrolled in St. Al's/St. Pat's School. The program will be staffed by two supervisors at all times.

### Registration Process:

A registration form **must** be on file for each student participating in the program. **Children will not be allowed to attend the program if a complete registration form is not on file. If you think that you might ever need the program, even in an emergency, you must register. All outstanding payments from the previous school year must be paid in full before registering for the Extended Day Program for the upcoming school year, unless other arrangements have been made.** There will be a registration fee of \$50.00 per family due at time of registration to cover the cost of supplies and drinks for the year. Please bring the completed registration form, the signature page of the information sheet and payment to Book Night. The Registration Form must be completely filled out, front and back. Please make checks payable to St. Al's/St. Pat's School.

### Location:

St. Alphonsus/St. Patrick School Campus      School Phone number: 1-630-783-2220  
Programs Direct number: 1-331-330-1842  
Program Coordinator (Laura Pellegrine) number 1-630-297-5094

### Important Reservations Information:

**Please submit the Extended Day Weekly Sign-Up Form that is available on the school website under the Extended Day Program menu. Please sign your student up by Sunday's at 9:00pm in order that the school office can be notified by Monday morning with the weekly schedule of students attending. The sign up is very important for many reasons, including avoiding after school confusion. Therefore, if your student is not signed up for attendance by Sunday's at 9:00pm and they attend the week following, you will be assessed a fee of \$10.00 per family. In an emergency, notify the school office at 630-783-2220 if there is going to be a change in the weekly or daily schedule for your child. Be sure your child knows where they are going each day. This especially helps with the children with irregular schedules. We know assessing a fee is a drastic measure but we need to make staffing arrangements that depends on the number of students attending and avoid end of the day confusion for the student and the teacher/substitute. We can no longer assume that the child is going to the Extended Day Program even if they attend regularly.**

### Charges and Billing Procedures:

\$5.00 per hour for the first child

\$4.00 per hour for each additional child

If your child comes to the Extended Day Program they will be charged for a minimum of one-half hour. You will be charged in one-half hour increments, i.e.: sign out at 4:20pm will be charged until 4:30.

A late fee of \$10.00 per 5 minutes per child will automatically be charged after 6:00pm.

**Please phone the Extended Day Program Direct number in the event that you will be delayed, 1-331-330-1842.**

**Or please have a “back-up plan” if you are going to be late. Call a neighbor, friend, relative, classmate, etc. to pick your child up by 6:00pm. Back –up plan names should be listed on the Registration form under “who is allowed to pick up your child”.**

**Bills will be sent home in the Thursday envelope and payment is due the following Tuesday.** A 5% late payment fee will be added weekly if payment is not made by the due date. After 30 days of nonpayment, your child(ren) will be suspended from the Extended Day Program until payment is made in full. A \$25.00 fee will be charged for NSF checks.

## **Tentative Schedule:**

~ Attendance will be taken

~Snack time - A healthy snack to be brought from home, drink will be provided.

**\*Please do not forget to send an after school snack for your child.**

~Academic time - homework, reading

~Free play time - puzzles, games, group/outside activities (weather permitting we'll play on the playground)

~Other activities - Art/Craft projects, educational videos

Games and toys will be available for the Extended Day Program.

If you wish, you may send a change of clothes but please make sure all clothes are marked with the child's name.

## **Additional Important Information:**

Please be sure to **sign your child out** on the **Extended Day Weekly Billing Form**. This is very important for billing purposes. **If you do not sign your child out you will automatically be charged until 6:00pm because we will have no other way of knowing when you picked up your child.** If someone shows up to pick up your child and they are not listed on the registration form or we have not received a note, you will receive a phone call in order for us to get your permission to release your child.

## **Discipline Policy:**

The Extended Day Program adheres to the same disciplinary policy as the regular school day. In addition, we have the option to institute a Green, Yellow, Red Light System. If necessary, your child will begin each day on Green, but if they show disrespect, do not follow directions, or are rude toward staff or others, their name, after having been given one warning for one incident, will be moved to Yellow with the next incident. The name will be moved to Red with another incident. If they do reach the Red Light, they will spend their next visit to the Extended Day Program in the Principal's office for the duration of the afternoon. If you see your child's name has reached the Yellow or Red Light level when you pick them up, please ask staff to explain the situation as it will be documented in the daily log. If your child stays on Green for the day, as we expect they will, we have a reward system in place to reward them for their great behavior. (For example, respecting staff and others, respecting property, following directions, no talking back, etc.) . With the wide age range of children attending the Extended Day Program, respecting each other is extremely important.

**If you have any questions or concerns please feel free to contact the Extended Day Coordinator, Laura Pellegrine 630-297-5094.**

**Please sign below to indicate that you have read the above information sheet regarding the Extended Day Program and understand the Registration Process, the Important Reservation Information, Charges and Billing Procedures, Additional Important Information and the Discipline Policy. Please return this form with the registration form and fee of \$50.00 to cover the cost of supplies and drinks for the year.**

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_