

Saint Anne Parish School
Extended Day Care Program
Handbook



Extended Day Care Program Director: Mrs. Pat Rasheff, Teacher Coordinator: Miss. Woods

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Location of EDC: Cafeteria in AM, Room L17 in PM

Principal: Mrs. Dawn Kapka

School Office Telephone Number: (847)381-0311

ST. ANNE PARISH SCHOOL EXTENDED DAY CARE PROGRAM HANDBOOK

We have attempted to include in this handbook all the information essential to your child's well being and the successful operation of our Extended Day Care program. You should be able to find answers to most of your questions in these pages.

Your needs and those of your children are very important to us. If you have any questions or suggestions, please speak with our Extended Day Care Program staff or call the school office.

EXTENDED DAY CARE PROGRAM

Available before and after regular school hours, the Extended Day Care Program provides professional care, supervision, recreation, and enrichment activities for your child. It serves the working parent who desires both Catholic school education and supplementary care in a Christian environment. This program is open only to students enrolled in Saint Anne Parish School. The school reserves the right to exclude a child whose needs cannot be met.

The Extended Day Care Program complies with the non-discriminatory policies of the school and Archdiocese of Chicago.

This program allows children to experience a rich diversity of growth activities planned to complement the philosophy and value systems of our school and our school families. Art and craft projects, indoor and outdoor recreation, snack time and rest periods are available. In addition, there is time set aside for homework, with some assistance and resource materials available.

HOURS

7:00 A.M. – 8:00 A.M.

3:00 P.M. – 6:00 P.M.

2:30 P.M. – 6:00 P.M. (Wed. only) This time frame is for Wednesdays only due to our regularly scheduled early dismissal.

The program will operate on school days when school is in session. A weather emergency or other emergency that causes school to be cancelled will also result in canceling the Extended Day Care Program.

There is one Wednesday each month, which is to be determined, when **kindergarten classes** have an early release at 11:00a.m. Extended Day Care is available on those days. There is a fee of \$22 for the time frame of 11:00-2:30 p.m. Standard Extended Day Care fees apply after 2:30 p.m. Children should bring a lunch on these days.

PLEASE NOTE: staff members are employed only until 6:00 p.m. Children **must** be picked up by that time. An additional \$5.00 charge will be assessed for every 5 minutes you are late in picking up your child/children!

ATTENDANCE

Please inform your child's homeroom teacher if your child will be attended Extended Day Care, on a daily, weekly, or monthly basis.

Please inform the Extended Day Care Director as well so she can plan for your child's arrival by completing the provided calendar.

ABSENT

If you know in advance that your child will NOT be a part of the program for any amount of time, please notify the homeroom teacher and the Extended Day Care Director in writing.

If you call the school to report a last minute absence of your child, ask that the call be transferred to the homeroom teacher and the Extended Day Care Program Director.

If you take your child home from school for any reason, please inform the homeroom teacher and leave a written message for the Extended Day Care Program Director.

IMPORTANT PARENTAL RESPONSIBILITIES

Children being dropped off in the morning should report to the Extended Care room where they are to be signed in by a parent.

After school, children should report to the cafeteria immediately after dismissal. A teacher walks the preschool and kindergarten students to the cafeteria.

Children being picked up in the afternoon should be signed out by a parent. Children will be released only to their own parent or guardian. A photo ID will be required for pick up if the Extended Care Director is unfamiliar with the individual picking up the child.

IMPORTANT: We will release a child to someone else only upon receiving written instructions from the parent who signed the Extended Day Care Program Emergency Card. In that case, an ID will be required.

Telephone requests to send a child to a particular place after school or to arrange a pick up by someone other than the parent will not be honored.

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep parents/guardians informed of all changes as soon as possible. Some changes may be made immediately due to unforeseen circumstances.

FEES

Registration Fee: \$25.00

(Payable each year per family and non-refundable)

	1 student	2 students	3 students	4+ students
Mornings	\$10	\$15	\$25	\$35
Afternoon	\$15	\$25	\$37	\$45
Morning & Afternoons	\$22	\$34	\$53	\$68
TutorTime Only	\$10	\$20	\$30	\$40
Monthly Mornings and Afternoons	\$310	TBD	TBD	TBD

Punch cards must be purchased from the school office. Please attach the punch card to your child's backpack if the teacher or Extended Day Care Program Director has not attached it. Please pay by check. Your cancelled check will be your receipt. In December and again in June, we can provide a statement of fees paid to date for income tax purposes.

As a member of a Christian and caring community, the children will be expected to respect each other, the staff, and the materials and environment provided. Students are expected to follow the Student Behavior and Discipline procedures stated in the school handbook. We follow the Middle School procedures and policies in order to provide an environment that will allow the students to successfully complete their homework. **If a child consistently misbehaves, the child will not be allowed to continue in the program.**

Children may **never** leave the building or grounds without explicit permission of the Extended Day Care staff.

SPECIAL PROCEDURES

Illness/Accident: The same procedures followed during the school day will be followed when your child is participating in the Extended Day Care Program.

Parents will be expected to make provisions for taking sick children home.

You are asked to fill out a separate Emergency Form for this program.

SNACKS

Each afternoon, the children receive water and a nutritious snack at no additional cost.

PLAYTIME

Children may bring a change of clothes, as outdoor play is regularly scheduled throughout the year. Please have your child dressed appropriately. Students registered for Homework Club will not be going outside for outdoor play.

Each afternoon allows time for free and organized playtime designed to stimulate small and large motor skill development, creativity, cooperation and social skill development.

TOYS FROM HOME

We ask that children not bring toys from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the sharing atmosphere we encourage. If you wish to donate toys or games to be used by all the children, you may do so.

TUTOR TIME

Each day also includes 30–90 minutes of homework time. At this time, any student with homework may concentrate on their assignments and receive assistance from a certified staff member. The staff member will check in all students' planners at the beginning of homework time. Each assignment will be checked off and signed by the staff member once the assignment is completed. It is the child's responsibility to acknowledge his/her assignments. The staff has no way of knowing what each teacher assigned. All students that have homework will work quietly until their homework is completed.