

MISSION STATEMENT

The mission of Cathedral Chapel School Extended Day Care is to provide a high quality, affordable program in a safe, familiar, and caring environment for children during after school hours. Catholic/Christian values are developed while the social and personal needs of the children are met.

PERSONNEL

Director: Mrs. Rhonda Gory

**Supervisors: Mrs. Elisida Jacome
Mrs. Christina Perez
Mrs. Alyson Smith-Schenk
Ms. Sandra Truitt**

GENERAL INFORMATION

The Extended Day Care Program includes organized, age-appropriate activities that are socially, developmentally and emotionally beneficial for the students. Opportunities for homework/quiet time, snacks, conversation with peers, indoor/outdoor games, and arts & crafts are provided in the curriculum. Although EDC is not a tutorial program, supervisors maintain an environment conducive for the students to complete homework and classroom projects.

INSURANCE

Archdiocesan Elementary School student accident insurance covers students during the times of the Extended Day Care Program.

MONTHLY FEES

Early morning care is provided from 6:30a.m. to 7:30a.m. The monthly fee for this service is **\$40.00 per month for each child.**

The monthly rates for afternoon care are:

**\$125.00 per month for one child
\$210.00 per month for two children
\$275.00 per month for three children**

\$25.00 registration fee per family

The reduced rates for the months of December, April, and June are:

**\$100.00 for one child
\$185.00 for two children
\$250.00 for three children**

Payments are made monthly beginning September 2 and ending on June 1st. Payment is due the 1st of the month. There will be a \$15.00 late fee for payments received after the 10th. The Principal may terminate a family's participation in the program if payments are in arrears. There is also a \$15.00 fee for returned checks.

Students who are not picked up by 6:00 pm will be billed \$15.00 for the first 15 minutes (or fraction there of) and \$15.00 for any subsequent 15-minute intervals.

FORMS

Parents who wish to enroll their child (ren) in EDC are required to complete and return the Extended Day Care contract. The contract is a binding legal document and cannot be changed without permission from the Principal. To be considered for any change, a written request must be submitted.

Students are not allowed to begin the program until a completed contract is turned into the office. All portions of the form must be completed. A minimum of TWO emergency contacts other than the parent/guardian must be on file in the school office. This information is a vital part of each child's records and must be kept up to date. It is the parent's responsibility to notify EDC personnel of any changes in address, telephone numbers, or persons authorized to pick up child (ren). All information listed is strictly confidential and is limited to school use only.

OCCASIONAL USE SERVICE

Morning Care

Students dropped off between 6:30 AM. and 7:30 AM will be checked in to morning day care. The occasional use fee for this service is \$5.00 per day.

Afternoon Care

Students remaining on campus 30 minutes after dismissal will be checked into EDC. **CHARGES WILL BEGIN AT 3:30 PM** on regular dismissal days and at 1:00 PM on minimum dismissal days. Students on the *Academic Decathlon Team* or in *CYO* sports will be given a 15-minute grace period at the end of each meeting before being charged the Occasional Use rate for EDC.

Parents who use this service on an emergency or occasional basis will be billed \$10.00 a day per child. Billing for EDC is a courtesy. Occasional Use bills must be paid within two weeks of receipt or incur a \$15.00 late fee.

Students who are not picked up by 6:00 PM will be billed \$15.00 for the first 15 minutes and \$15.00 for any subsequent 15-minute intervals. All late charges are based on the EDC clock.

Parents have the option to be billed for our occasional use service. All bills are due within two weeks or a \$15.00 late charge will be added to your bill.

SIGN OUT PROCEDURES

On regular dismissal days, students must be signed out and picked up in the main office. Before 3:30 PM on minimum days, children must be signed out and picked up in the cafeteria through the EDC door on 8th Street. After 3:30 PM on minimum days, students must be signed out and picked up at the front office. No one is allowed to enter or exit through any other door not designated for pickup once school is closed for the day. A student may only leave the premises with an adult who is designated on the Emergency Information form. If a child needs to be picked up by an adult other than those listed on the Emergency Card, a written request must be sent to the office. Telephone calls are not acceptable. If requested, this person must present a valid photo I.D. at the time of pick up. For safety and billing reasons, all students must be signed out before leaving. The person signing out the child must be 18 years of age or older. No child will be allowed to leave the building unsupervised.

SNACK

Students in EDC are given a snack break. EDC does not provide snacks for after school. Please make sure your child brings a snack for the afternoon.

EXPECTATIONS

Extended Day Care is a privilege, not a right. Since the program is an extension of the regular school day, the same expectations for cooperation by the students and parents are assumed. Students are expected to follow the school rules during EDC. Families who consistently violate the policies and procedures of the Extended Day Care Program will be dismissed from the program by the principal.

Parental responsibilities include:

- Providing the required emergency information and to notify the EDC staff of any changes;
- Signing the agreement and paying the fees by the 1st day of the month;
- Entering the school only through the 8th street door or at the main office to pick up your child (ren);
- Signing out your child (ren) at the time of pick up;
- Arriving to pick up your child (ren) by 6:00 PM;
- Informing alternate pickups to bring I.D. and only to select alternates who are 18 years or older;
- Supporting the efforts of the Extended Day Care staff;
- Encouraging your child (ren) to follow the school rules and procedures;
- Providing your child (ren) with a snack.
- Sending written notice to the school office at the beginning of the school day if your child will not attend Extended Day care on any designated day.

THE SCHOOL GATES WILL BE LOCKED 30 MINUTES AFTER DISMISSAL. PLEASE GO TO THE CAFETERIA DOOR ON 8TH STREET OR THE FRONT OFFICE TO PICK UP YOUR CHILD.

Student responsibilities include:

- **Respecting all staff, students, and property;**
- **Using appropriate language and voice level;**
- **Participation in all Extended Day Care program activities;**
- **Eating snack only in the area designated by the EDC supervisor and keeping your day care area clean and neat;**
- **Having consideration for others – sharing, taking turns, etc.;**
- **Following Extended Day Care Program rules;**
- **Understanding that any behavior that disrupts the program will result in disciplinary action;**
- **Not leaving the assigned area without permission from an EDC supervisor;**
- **Being quiet during homework time. For the benefit of all, homework and study will be done in complete silence;**
- **Following all rules and policies of Cathedral Chapel School.**

ALL EDC STUDENTS MUST REPORT TO THE LINE IN THEIR GROUP'S AREA IMMEDIATELY AT DISMISSAL. A SECOND BELL WILL BE RUNG 30 MINUTES AFTER DISMISSAL TIME AT WHICH TIME ALL STUDENTS ON CAMPUS (INCLUDING ATHLETES) MUST REPORT TO THEIR REGULAR LINES. THIS WILL ENABLE THE EXTENDED DAY CARE STAFF TO ACCOUNT FOR ANY STUDENT WHO IS NOT SIGNED INTO EXTENDED DAY CARE.

EXTENDED DAYCARE SCHEDULE

GRADES K-8

REGULAR DISMISSAL DAYS

<u>3:00 – 3:30</u>	Check in, snack, water & restroom break
<u>3:30 – 4:30</u>	Homework
<u>4:30 – 5:00</u>	Organized Play Time
<u>5:00 – 5:45</u>	Indoor Activity (Arts & crafts, games, sports, computers)
<u>5:45 – 6:00</u>	Clean up

GRADES K-8

12:30 DISMISSAL DAYS

<u>12:30 - 1:15</u>	Check in & Lunch
<u>1:15 - 2:00</u>	Board games (nap time for Kindergarten)
<u>2:00 - 2:10</u>	Break
<u>2:15 - 3:15</u>	Homework
<u>3:15 - 3:30</u>	Snack
<u>3:30 - 4:30</u>	Arts & Crafts
<u>4:30 - 5:30</u>	Outdoor Playtime
<u>5:30 - 5:45</u>	Indoor Activities

**CATHEDRAL CHAPEL SCHOOL
EXTENDED DAY CARE
HANDBOOK**

2009-2010

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**www.cathedralchapelschool.org
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