

## **St. Charles Borromeo Extended Care Policies and Procedures**

**Operating Hours:** 3:00-6:00 every day that school is open. Extended care does close for Carnival, Christmas Program, Auction and the Spring Play. Extended care is for St. Charles students only. We welcome all students from Kindergarten to Eighth grade.

**Enrollment Fee:** \$55.00 per child due at the time of enrollment. (\$110.00 per family maximum.)

**Hourly Rate:** \$3.00 per hour with a \$40.00 per week max.

**Drop-In Rate:** Pick up time is 3:00! Any child not picked up by 3:15 will be sent to extended care. **You will be charged a minimum of \$10.00 for the first hour** and then the normal hourly rate of \$3.00 per hour. **PAYMENT IS REQUIRED WHEN YOU PICK UP YOUR CHILD, REGARDLESS OF WHETHER THEY HAVE SPENT A FEW MINUTES OR A FEW HOURS WITH US.** Any child dropping in more than three times will be expected to enroll and pay the \$55.00 enrollment fee.

**Payments:** Payments are due every **Friday**. Unless prior arrangements have been made, a late fee of \$10.00 will be added to past due accounts. If more than \$40.00 in late fees accrues, your child's Extended Care attendance will be suspended until payment is made in full.

**Checking Out:** To ensure the accuracy of your account, it is very important that your child is checked out each day. Extended Care will not edit an account.

**Pick Up:** Please be sure that your child never leaves without checking out with an Extended Care staff member. Extended Care will convene in different areas dependant on weather and school functions. If weather is nice you might expect to pick up your child on the play ground. During winter months or inclement weather you should expect to find us in the gym or basement.

**Late Pick Up:** Any person authorized to pick up your child should be made aware that **Pick up time is 6:00!** There will be a late fee of \$10.00 for any child picked up after 6:01. In addition to the late fee there will be a \$1.00 per minute charge beginning at 6:05. **The late payment is due when you or anyone else picks up your child.**

**Discipline:** Extended Care follows the rules and guidelines for discipline as set forth in the student handbook.

**Homework:** Children in second grade and older are encouraged to do their homework while attending extended care. When possible we provide them with the help they may need but parents still need to check homework.

**Snack:** Extended Care provides a nutritious snack daily. However, if your child is a "picky eater: you are encouraged to send them with a snack. Children staying after 5:00 tend to get hungry. You may want to send them an extra snack. Microwave popcorn works great. They may also bring a water bottle.

You can contact Extended Care between the hours of 3:00 and 6:00 at 408-7789.

## Extended Care Enrollment Form

Child's Name: \_\_\_\_\_ Grade 2008/09 \_\_\_\_\_

Home Address: \_\_\_\_\_

Days Enrolling: M \_\_\_ T \_\_\_ W \_\_\_ R \_\_\_ F \_\_\_

Approx. Pick Up Time: M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ R \_\_\_\_\_ F \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Persons Authorized (Other than parents) to pick up and/or contact in case of emergency:

1. Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please list any special problems/needs such as Allergies, Existing Illness,  
Medicine, or any other special need we should know about:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_ Phone: \_\_\_\_\_

I have read and will comply with the policies and procedures of the St. Charles Extended Care Program.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_