

## St. Martin Extended Care Program

### PROGRAM DESCRIPTION

The purpose of St. Martin School's Extended Care Program is to support and supplement the family by providing quality care in a safe, nurturing environment that promotes our children's physical, social and emotional development.

Our program strives to foster, in each child, the development of a positive self-image and a sense of individual identity. To achieve this goal our program will offer:

- Time and quiet places for studying
- Opportunities for each child to develop close relationships with adults and peers
- Child involvement in the "government" of the program (rule making, activity planning, etc.)
- Opportunities for each child to make choices-art activities, free play, etc.

Each day will provide a balance between structure and freedom.

**For student safety, any child who arrives at school before 7:50 a.m. or remains more than 15 minutes after school is dismissed must report to the extended care room.**

### STATEMENT OF POLICIES

**Admission Policy:** St. Martin Extended Care Program offers care for students in kindergarten through eighth grade. Children registered in St. Martin School are eligible to attend.

**Hours of Operation:** The program will be available to students in grades K-8 between the hours of 7:00 a.m. and 6:00 p.m. A \$1.00 charge per child will be added for every minute after 6 p.m. **(Students in junior kindergarten may not use extended care.)**

**Registration:** Registration takes place at the beginning of the school year and will remain open throughout the year.

**Financial Policy:** The cost of our program is \$4.00 per child. Families whose children attend our extended care program (ECP) will be billed weekly. Bills will be sent home each Monday and are to be paid in full by the following Friday. A child will not be permitted to continue in the ECP if payment becomes more than two weeks delinquent.

Late fee policy is as follows:

1. A late fee of \$5.00 will be charged for delinquent accounts.
2. A \$1.00 charge per child will be added for every minute after 6 p.m. This fee is due at the time of picking up your child.

**Sign In/Out:** The following procedures have been instituted in the interest of child safety and building security. Please make yourself aware of them.

- When a child first arrives at the ECP either before or after school, the child should report to the main desk to be signed in by a staff member. It is imperative that parents of children in grades K-2 escort their children to the ECP when they first arrive in the morning.
- When a child leaves ECP, except for attending school, the person responsible for picking up the child **MUST** sign-out at the main desk. No student will be released without first being signed-out by a responsible adult or designated family member.
- Parents should notify the ECP in writing anytime their child is to be picked up by anyone other than the parents or those designated on the emergency card.

**Discipline Code:** Attending extended care is a privilege, not a right. Every child is expected to abide by the rules of the ECP, respect staff members, other students, and all property. Since the ECP is an extension of the regular school day, the same basic disciplinary policies in effect at the school will apply. Uncooperative and disruptive behavior will be reported to the school principal, followed by a conference with the parents to resolve the problem. Chronic misbehavior will result in the child being excluded from the ECP for an indefinite period of time.

The following are some basic rules for ECP.

1. Each child is expected to participate in all activities to the best of his/her abilities.
2. No child is to leave the supervision of his/her teacher without expressed permission.
3. No foul language or profanity will be tolerated.
4. No biting, pinching, hitting, kicking, or bodily harm to another individual will be tolerated.
5. Running in the halls or down steps is dangerous and cannot be permitted.
6. Each child will be expected to help clean up his/her toys, craft supplies, and to generally straighten the room.
7. Please do not bring toys or other articles from home without permission from your teacher.
8. Each child is unique and valuable; therefore, we will expect every child to be treated with respect, love, and concern.
9. Any school property that is deliberately defaced or broken will be restored or replaced at the parent's expense.

## General Guidelines

- All objects brought or worn to the ECP must be marked with the child's name. We strongly suggest you purchase a backpack for your child's belongings.
- Any equipment or toys intentionally damaged or lost by a student must be replaced by that student.
- Children may change into play clothes after their school session.
- On both regular, minimum and early dismissal days, ECP will provide an afternoon snack with juice or milk.
- St. Martin ECP encourages parents to talk to the staff. If you have any questions and/or concerns about the program, please do not hesitate to call and arrange for an appointment. Although we have an open door policy, parents may not interfere with the program or other children during hours of operation. Only parent visitors or their designated representatives are allowed on site unless on appropriate official business. In that case, the visitor would be accompanied by a school official.



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Kindergarten through Eighth Grade

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- Occasionally, communication problems may arise between the staff and parents. If this should happen, please discuss the problem first with the staff member involved and then, if necessary, with the principal.
- The school is not responsible for any lost or damaged toys or items brought from home to ECP. We recommend that no toys or items be brought to school.

**Illness/Emergency Procedures:** Children who are sick may not attend our ECP. If a child exhibits signs of illness and/or fever during the program day, the parents will be contacted at home and/or work. Your child may not return to school until the fever has subsided for 24 hours. If the parent cannot be reached, emergency contacts indicated by the parent on the emergency form will be contacted. The preceding plan will also be used in the event of an emergency. Only parents and their designates may take a child from the ECP.

The program reserves the right to amend the handbook for just cause. Parents will be promptly notified in writing if changes are made.

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## PLEASE SIGN AND RETURN REQUIRED FOR REGISTRATION

I have read and I understand the St. Martin Extended Care Statement of Policies. I agree by the policies as stated.

Child's Name \_\_\_\_\_  
(Please print)

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_