



St. John Interparochial School

Extended Day Care Program

2020-2021

I. PROGRAM DESCRIPTION

An extended day care program is provided for St. John students on school days. After school care is available immediately after dismissal until 5:30 p.m. Students who participate in the after-school program are provided with a snack, free play time (indoors and outdoors), supervised homework, and leisure activities.

Though more loosely structured, Extended Day Care is an extension of the school day; therefore, all St. John School rules apply. Extended Day Care staff will instruct their students on the rules and procedures for the program. The staff will seek administrative assistance if a student's misbehavior does not improve after warning and correction.

By enrolling your child into the Extended Day Care Program, you and your child agree to abide by the program's procedures and to cooperate with the program's staff.

There is no after school care provided on early dismissal days. These dates are given on the school calendar. In-person and digital reminders will be provided near these dates.

II. REGISTRATION AND FEES

A student must be registered prior to attending Extended Day Care, even if only attending on a drop-in basis. Students who plan to use the program on a part-time basis, including students participating in extra-curricular activities after school, tutoring before EDC, etc., must be registered and pay the registration fee. A student is considered fully registered when registration forms and fees have been submitted.

REGISTRATION FEE: \$30 per student for first two students in family – additional students' registration fees are waived. This is a one-time fee that must be submitted with completed registration forms.

MONTHLY FEES: Bills will be sent on the first Tuesday of the month and are due by the 15th of the month. If payment is not received by the 15th, a \$10.00 late will be assessed on the next month's bill. Continued participation in the Extended Day Care program is contingent upon timely payment of all fees.

TIER I – 3:00-4:30	\$105 per month (1 st child) \$90 per month (2 nd child) \$75 per month (each additional child)
TIER II – 3:00-5:30	\$135 per month (1 st child) \$110 per month (2 nd child) \$95 per month (each additional child)
DROP-IN	\$15 per day/per child

LATE PICK-UPS: Students not picked up by their designated end time, (4:30 p.m. for Tier I and 5:30 p.m. for Tier II) will be charged \$1.00 per child for every minute the child remains. After five (5) late pick-ups, each child will be charged \$2.00 per minute.

III. GENERAL RULES AND PROCEDURES

1. Each grade will have a designated area for homework time and play. Students are to remain in their designated area at all times.
2. Students will not be allowed to return to their regular locker or classrooms for items forgotten.
3. Students should have all items needed to complete homework, (ex. pencil, paper, ruler, etc.)
4. When in the cafeteria, students must use their inside voice, remain seated, and make sure their space is clean upon leaving.
5. All students in grades 1 – 5 will have homework time/quiet indoor time every day. *Students should always have with them a book or other quiet activity to do in case they do not have homework on a given day.*
6. Students are not allowed to use items not belonging to them in the classrooms. This includes classroom pencils, books, crayons/markers, etc.
7. Carpool is completed at 3:15. Parents/Guardians may pick up their student(s) in Extended Day Care beginning at 3:15. A parent must sign out his/her child/ren before the student is released. Parents must wait by the sign-out station. ****ALL STUDENTS MUST BE SIGNED OUT AT THE SIGN-OUT STATION OUTSIDE THE ELEMENTARY BUILDING. STUDENTS WILL BE CALLED TO THE STATION UPON SIGN-OUT. NO STUDENTS WILL BE RELEASED DIRECTLY FROM THE CAFETERIA, PLAYGROUND, AND/OR A CLASSROOM.****
8. Students are not allowed to have electronic devices or handheld games at extended care.

IV. SCHEDULE

PK-K

2:55 – 3:05	Check-in/Prayer (Room 113 – EDC Room in Elementary Wing)
3:05 – 4:00	Outside Play (Playground)
4:00 – 4:30	Snack (EDC Room)
4:30 – 5:30	Indoor Play (EDC Room)

1st-2nd

2:55 – 3:05	Check-in/Prayer (Room 110 – Mrs. Parnell’s Classroom)
3:05 – 4:00	Homework/Indoor Enrichment (Room 110 – Mrs. Parnell’s Classroom)
4:00 – 4:30	Snack (Room 110 – Mrs. Parnell’s Classroom)
4:30 – 5:15	Outside Play (Playground)
5:15 – 5:30	Indoor Play (EDC Room)

3rd-5th

2:55 – 3:05	Check-in/Prayer (Room 201 – Mrs. Brumfield’s Classroom)
3:05 – 4:00	Homework/Indoor Enrichment (Room 201 – Mrs. Brumfield’s Classroom)
4:00 – 4:15	Snack (Room 201 – Mrs. Brumfield’s Classroom)
4:30 – 5:15	Outside Play (Playground)
5:15 – 5:30	Indoor Play (EDC Room)

**On days when the weather does not permit outdoor play, students will remain indoors for play.

**St. John Interparochial School
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REGISTRATION FORM**

Check one: Tier I _____ Tier II _____ Drop-In _____

Name of Child

Grade Level/Homeroom

Address: _____

City: _____ **Zip Code:** _____

Home Phone: _____

Mother's Name/Work Phone/Cell Phone: _____

Father's Name/Work Phone/Cell Phone: _____

Emergency Contact – In the event that the numbers listed above are not answered, please contact the following person(s). I authorize them to pick up my child from St. John School Extended Day Care Program.

Name/Relationship/Phone Number _____

Name/Relationship/Phone Number _____

Please list any allergies your child has: _____

The following person(s) MAY NOT pick up my child or receive any information regarding my child.

By signing this form, I hereby acknowledge and agree to adhere to the rules for St. John School's Extended Day Care Program.

Parent Signature

Date

Student(s) Signatures

