

# ST. ALPHONSUS CATHOLIC SCHOOL

## Extended Care Program Handbook and Contract

2021-2022

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### SCHEDULE

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| Elementary Schedule   | Pre-K Schedule   |
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| 3:15-3:30 Sign In/Restroom<br>3:30-4:00 Homework/Reading Time<br>4:00-4:30 Outside/Gym Recess<br>4:30-4:45 Snack<br>4:45-5:15 Planned Activity/Movie<br>5:15-5:30 Clean up<br>5:30 Aftercare Closed | 3:15-3:30 Sign In/Restroom<br>3:30-4:00 Outside/Gym Recess<br>4:00-4:15 Snack (cafeteria)<br>4:15-5:00 Planned Activity Inside or Movie<br>5:00-5:15 Clean Up<br>5:30 Aftercare Closed |
| <i>Subject to change</i>  | <i>Subject to change</i>   |

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### RULES AND PROCEDURES

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Each person picking up a child is required to show ID until familiarity with parents is established. Emergency cards will be checked anytime a parent is not there. Confirmation from parents is required before someone not on the emergency card can pick up a child.

Parents should call the school office (228) 875-5329 with pick up changes. If the office is closed Ms. Janice can be reached at (228) 365-8321 or Mrs. Christi at (228) 861-1968.

Aftercare supervisors will be spread out during outdoor play to closely monitor students to maximize safety. If a child has to use the restroom during outside play, a supervisor must escort them inside.

Cafeteria doors remain locked at all times. Parents should use doorbell to gain entry.

All students must be signed in by their teacher and signed out by a parent or other adult designated on the child's emergency card.

Supervisors will establish a system so parents will know what age group is to be picked up in the cafeteria and what age group is to be picked up in the gym. (ex: colored flags, etc.)

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## **PAYMENT**

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Extended care is a non-profit service for parents. Morning care is offered in the cafeteria from 6:30 A.M. until 7:40 A.M. Students should not arrive before 6:30 A.M. as there is no supervision. Staff supervising extended care will release students to their teachers at the 7:40 bell. After care begins at 3:15 P.M. and closes at 5:30 P.M. Any student not picked up from the dismissal line is escorted to after care. After care includes homework time, snack, and playtime. No student may leave after school care without being signed-out by a properly authorized adult. Discipline issues will be taken up with the extended care director. Repetitive misbehavior may result in loss of the privilege to participate in the extended care program. There is a \$3.00 per hour, per child fee for this service (billed every two weeks). After 5:30 P.M., the fee increases to \$1.00 per minute. No child is allowed on campus after hours unless attending a supervised after school program. Parents are not to allow their children to be on campus without close supervision, even if they are volunteering.

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## **ACKNOWLEDGEMENT**

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I acknowledge that I have read and am familiar with the policies and regulations set forth in the Extended Care Handbook.

Child's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

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

Date \_\_\_\_\_