

# Saint Pius Tenth School

3000 Chili Avenue

Rochester, New York 14624-4598

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## Extended Care Handbook

2018-2019



**HOURS:**

7:15 AM – 8:45 AM

3:30 PM – 5:30 PM

**NOTE:** Please check your school calendar for scheduled days off. Parents/guardians are responsible for alternative childcare on those days. Also, please inform the teacher of your child/children and the extended care director in writing of any changes in their dismissal.

**FEES:**

An invoice will be issued every month on the 15th, and payment is due on the 1<sup>st</sup> of each month. Payments must be made by check or money order, payable to Saint Pius Tenth School. An additional fee of \$10 will be charged for late payments. Receipts for childcare are available upon request. We have the right to refuse a child into care if payment is in arrears for one billing cycle (2 weeks). **The parent/guardian is required to contact the program director (school principal) with 2 weeks notice if your payment or your child's schedule is to be altered.** Questions regarding payment can be directed to the Program Director at school. Payment should be sent directly to the school office. Please mark the front of the envelope "Extended Care".

**DROP-IN COUPONS:**

Drop-in coupons can be purchased from the school for \$125.00 for a book of 10. Only families that are registered for extended care can purchase coupons. The coupons can be used for either before or after school care, **but only with advance approval by the Program Director.** This will allow the school the opportunity to plan accordingly. The child's teacher should also be notified of the change in the child's dismissal.

**LATE PICK UP FEES:**

For any child at the center **AFTER 5:30 PM**, the parent/guardian will be charged a late fee of **\$1 per minute**. This policy is meant to discourage tardiness. Although it is understandable that at times, late pick up is unavoidable, it should be understood by all parents/guardians that staff might have prior commitments. We will not allow a child to go unsupervised until pick-up, even with your permission. This policy will be strictly enforced. Repetitive tardiness will result in termination from the Program.

**REGISTRATION:**

The parent/guardian must complete the registration form and submit it with a \$40.00 non-refundable registration fee to the school office.

**ELIGIBILITY:**

Children in grades PK4 - 6 may be registered for enrollment in the program at any time.

**ACCEPTANCE:**

It is determined on availability of space.

When openings occur, parents/guardians of registered child/children are contacted for enrollment on a first-come basis according to the date of registration.

**ENROLLMENT:**

- Parents/guardians will be provided with a set of enrollment forms for each child. All forms must be completed and returned to the School Office before the child's first day of attendance.
- Parents/guardians will pay a non-refundable registration fee and first month payment before the child's first day of attendance.
- Children will be allowed to attend the program only after all forms have been completed and returned, and payments have been submitted.

**EMERGENCY CLOSINGS:**

**This Program is not held on days that Saint Pius Tenth is closed for Snow Days or Emergencies.**

**NOTE:** In the event of an emergency, information will be available via the same methods that Saint Pius Tenth School uses, i.e. radio, television, etc.

**PROGRAM ACTIVITIES:**

The Saint Pius Tenth Extended School Care Program is structured in such a way that allows the children to participate in a variety of activities, such as outside play on the school playground and basketball courts, board games, arts and crafts, quiet reading and various structured gym activities. Homework time will be allotted on an as needed basis.

**BREAKFAST / SNACKS:**

Breakfast and afternoon snacks are provided. If your child needs to have a different snack, the parents/guardians must provide them. Snack boxes or containers with the child's name can be stored in the cupboard.

**TOY POLICY:**

We will provide toys for playtime. If your child wishes to bring in a toy from home it will be allowed as long as it does not disrupt the group. However, no toy weapons are allowed. We are not responsible for lost personal toys.

**DEPARTURE / PICK UP:**

When the parent/guardian arrives, the child is to stay with the parent/guardian. Once the parent/guardian has signed the child out of the center, you promptly leave the building. Children should be safely escorted to their cars. Children should **NEVER** run out of the building unaccompanied. Cars are constantly arriving and departing. For safety and clarification, **ONLY** those persons on the Registration Form will be allowed to pick up

your child. The adult picking them up must sign out children. Your child WILL NOT be released to anyone other than those YOU have designated IN WRITING. Until the staff becomes acquainted with the people on the card, those picking up children will be required to show proper legal photo ID. Any family having special situations or custody agreements need to provide the Director with copies of any legal documents they have regarding the situation.

**⇒PLEASE NOTE**

To contact the Extended School Care Program *before 8 am and after 4 pm*, please dial: 247-5383. Please be sure personnel have a current emergency phone number where you can be reached.

If you have any questions or concerns about the Extended School Care Program, please contact Patricia Briars, Program Director, at 247-5650 ext 114 or e-mail [pbriars@dor.org](mailto:pbriars@dor.org).

**We are committed to providing a nurturing and caring environment.**