



# ST. FERDINAND SCHOOL

## EXTENDED DAY INFORMATION | 2018-2019

Welcome to the St. Ferdinand Extended Day Program. Extended Day offers before and after school supervision. It provides excellent care, snack time, homework space, and a variety of activities. **Students must bring their own snack for snack time.**

### **REGISTRATION:**

Extended Day registration forms must be completed before children can be admitted into the program. Children attending Extended Care must be current students of St. Ferdinand School. The Extended Day program is only in operation when school is in attendance. There is no Extended Day if there is an emergency closing day.

### **HOURS AND FEES:**

**6:30AM – 8:00AM:** Before school care is located in the Activity Center of the school building.

- \$5.00 per morning for the first child
- \$2.00 per morning for each additional child

**3:00PM – 6:00PM:** After school care is located in the Activity Center of the school building.

- Less than 1 hour in the afternoon: \$5 per child (\$2 for each additional child)
- \$10.00 per afternoon for one child
- \$15.00 per afternoon for two children
- \$17.00 per afternoon for three children

**11:30AM – 6:00PM:** On half days of school when Extended Care is available – early dismissal (11:30AM.) Please note the higher fee does **not** include morning Extended Care.

- \$16.00 for one child
- \$24.00 for two children
- \$30.00 for three children

Children are required to supply their own lunch on these days (Hot Lunch is not provided).

### **FEES:**

- ❖ The Extended Day program is open until 6:00PM each day we are in session.
- ❖ At 6:01PM late fee charges become effective:

**\$1 for each additional minute after 6:00PM (ex: 6:04 p.m. -- \$1 per minute = \$4)**

**Please complete all of the following pages and return to the office. All registration forms must be completed and turned in before any child will be allowed to use the after school program.**

**PARENTAL RESPONSIBILITIES:**

**Payments may be brought into the office or sent via your child's homeroom folder or paid when you drop off or pick up your child to Ms. Carmen or Ms. Kim. Statements will go home on Thursday in your child's take home folder and payment is due by the following Monday.** You must be current on your payments in order to use the program. If your account is 2 or more weeks past due, your child(ren) will not be able to use the program until payment is current.

In case of illness, parents will be contacted and expected to pick up their child as soon as possible. We do not have provisions for children to lie down, nor can we dispense medicine.

Each child registered in Extended Day must be covered under a medical insurance policy.

**Children will be allowed to leave Extended Day to participate in other school activities (athletic practices, enrichment clubs, etc.) with proper authorization from parent.**

Children will be released only to authorized persons on the Extended Day Release Form. **For the safety of all children, parents/guardians must sign their children in when dropping them off to Before Care, and sign their children out when picking them up from After Care.** *You may not just drop your child(ren) off at the door; you must walk in with them and sign them in.*

Extended Day is an extension of the school and proper behavior is mandatory. Extended Day reserves the right to refuse any child whose needs cannot be met.

Students must bring their own snack for snack time.

We want the Extended Day Program to be a safe and comfortable place for students of all ages. Due to some inappropriate behavior exhibited while Extended Day Program has been in session, a behavior modification plan will become policy.

The plan works as the following:

- Students will be given a behavior notice for inappropriate behavior, such as tardiness, disrespectful behavior towards the Extended Day Program staff and fellow students, fighting, vulgar language, and destruction of school and personal property.
- Behavior notices are to be signed by the student, parents, and the Extended Day Program staff member.
- If your child receives three behavior notices within one month, the consequence will be suspension from Extended Day Program for one month.

Hopefully the students will respond accordingly and a suspension will never have to be utilized. Please sign that you have received this letter and are aware of the consequences.

**Parent(s) Signed Agreement**

I/WE have read and agree to be governed by this handbook.

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments or additional information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Extended Day Program Registration

Family Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Child(ren) Name(s) and Grades:

1. \_\_\_\_\_ Grade: \_\_\_\_\_

2. \_\_\_\_\_ Grade: \_\_\_\_\_

3. \_\_\_\_\_ Grade: \_\_\_\_\_

Please initial all days and times that your child will be attending Extended Day Program. We understand that circumstances may change; this is just to give us some idea of the number of students that will be in Extended Day Program at any given time. Please indicate an approximate drop off and pick up time.

<b>MONDAY</b> A.M./EDP	<b>TUESDAY</b> A.M./EDP	<b>WEDNESDAY</b> A.M./EDP	<b>THURSDAY</b> A.M./EDP	<b>FRIDAY</b> A.M./EDP
_____	_____	_____	_____	_____
P.M./EDP	P.M./EDP	P.M./EDP	P.M./EDP	P.M./EDP

Please indicate below anyone who is allowed to pick up your child/children.

1. \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. \_\_\_\_\_ Phone Number: \_\_\_\_\_

3. \_\_\_\_\_ Phone Number: \_\_\_\_\_

**EMERGENCY INFORMATION:**

Parent(s)/Guardian(s) Work Number:

Name: \_\_\_\_\_ Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Name: \_\_\_\_\_ Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Other persons we may contact in an emergency if you are not available:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**List any Physical/Health Difficulties/Allergies:**

Name: \_\_\_\_\_ Problem: \_\_\_\_\_

Name: \_\_\_\_\_ Problem: \_\_\_\_\_

Name: \_\_\_\_\_ Problem: \_\_\_\_\_

I/We Authorize St. Ferdinand School to send my child(ren) to an available doctor or hospital in case of an emergency  
\_\_\_\_\_ YES \_\_\_\_\_ NO.

Parent Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Thank you for your cooperation,

---

**St. Ferdinand School Main Office: (773) 622-3022 (7:00AM - 3:00PM)**  
**Extended Day Phone Number: Kim Brook (773) 551-3063 (call or text) (3:00PM - 6:00PM)**

*The Extended Care phone is for business use only.  
Please refrain from calling Extended Care to speak to your child.  
The phone should be used for emergencies only.*