

EXTENDED CARE PROGRAM

Holy Family Extended Care Program Philosophy

Holy Family Catholic School's Extended Care Program will support and supplement the family by providing quality child care. The program activities are designed to enhance the spiritual, social, emotional, physical, cognitive, and creative development in (within) children. Our staff is dedicated to providing a safe and nurturing environment. The Extended Care Program is guided by the philosophy of the school.

Eligibility

Any child may participate in this program, from pre-school to 8th grade. The program is also available to families that are tardy picking up at dismissal time. An information form is required, available on Book Day, August 9, or in the school office.

Hours of Operation

The Extended Care Program hours are as follows:

Regular Day.....6:30 am (no earlier), until school begins at 7:50 am
2:30 pm (dismissal) until 6:00 pm

The program is viewed as a natural extension of the school's daily program. As such, the program is closed when the school is closed, including holidays, Christmas and Easter break, and summer vacation.

Also, afternoon extended care is not available on days with 11:00 am dismissal:

For the school year, 2011-2012, the dates are: **October 6, December 21, March 23, and May 18**. The last day of school, which is **June 1**, dismissal is at 9:30 and, therefore, the program is closed.

Rates

Child care costs are not included in tuition payments or other school fees. A separate bill for services is sent monthly to families enrolled in the program.

One child per hour.....\$4.50
Additional children.....\$2.25

Late Pick-up Fee

A late pick-up fee of \$10.00 per child for each 15 minute increment or fraction of 15 minutes will be charged if the staff is kept past 6:00 pm. If this does occur, these procedures will be followed:

- A call will be made to the parents; if no response
- A call will be made to persons listed on the information form.

Emergency Policy

- In the event of an emergency, all possible measures will be taken to contact the parents first.
- If parents are contacted, we will follow their plan of action. If we are unable to contact the parents, we will call persons listed on the registration form.

- If the emergency is life-threatening, we will make arrangements immediately and then will contact the parents. It is extremely important to notify the Extended Care Program of any changes in phone numbers, etc.
- If you have problems picking up your child(ren), please call the school office at **630.766.0116 before 4:00 pm. After 4:00 pm**, call Extended Care's emergency phone number at **630.350.0141**.

Discipline Policy

Holy Family's Extended Care Program is an extension of the school and follows the school's discipline policy.

- 1st Verbal warning to child
- 2nd Written warning to the child and parents from the Extended Care Staff
- 3rd Conference with parent, child and Extended Care Staff
- 4th Principal notified
- 5th May require dismissal from the program

General Schedule

- 6:30 to 7:50 a.m. Supervised indoor quiet activities
- 2:30 to 2:45 p.m. Attendance
- 2:45 to 3:00 p.m. *Snack time
- 3:00 to 4:00 p.m. Homework, silent sustained reading, coloring, etc.
- 4:00 to 5:30 p.m. Supervised indoor play; (crafts; library time; computer access)/supervised outdoor play (good weather)
- 5:30 to 6:00 p.m. Indoor activities; games...clean-up and dismissal

*A nutritious snack is provided by the Extended Care Program

Morning Care: EVERY CHILD MUST BE SIGNED IN

After Care: EVERY CHILD MUST BE SIGNED OUT BY A PARENT OR GUARDIAN BEFORE LEAVING EACH DAY.

CHILDREN CANNOT BE RELEASED TO ANYONE WITHOUT PRIOR PARENTAL PERMISSION.

Updated June, 2011