

# QUEEN OF ANGELS CATHOLIC SCHOOL

## Extended Day Program Handbook

### POLICIES AND PROCEDURES

**ENROLLMENT IN THE EXTENDED DAY PROGRAM CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE POLICIES LISTED AS FOLLOWS:**

#### PROGRAM'S EXPECTATIONS OF THE PARENTS

The program expects that parents will:

1. Pay fees on time as explained below
2. Keep the child's records up to date
3. Pick-up children on time as explained in Hours of Operation
4. Contact the program if their child will not be attending on a scheduled day.
5. Pay attention to any communications from the caregiver regarding their child's behavior and cooperate in efforts to bring about improvement in the situation.
6. Communicate with us for the care of our child. Please send written note or fax with signature.

#### PROGRAM'S EXPECTATIONS OF THE CHILDREN

The program expects that the children will:

1. Be responsible for their actions
2. Respect the school rules that guide them during the day and while at the program.
3. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
4. Arrive at the program promptly, according to the enrollment information.

#### FEES AND PAYMENT POLICY

1. The program salaries, supplies and administrative expenses are supported entirely by fees.
2. Registration fees (**\$10.00 per family**) is non refundable.
3. If your child is not picked up by 3:30 p.m, or at the scheduled dismissal of an after school activity, at the discretion of the school, he or she will be checked into the Extended Day Program.
4. Any billing inquiries should be addressed to Mrs. Debra Kopec.
5. Refer to Extended Day Program fee schedule description for details and rates.

## **DISCIPLINE AND DISCHARGE**

Children are entitled to a pleasant and harmonious environment at the program. The Extended Day Program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that:

- Requires constant attention from the staff.
- Inflicts physical or emotional harm on other children
- Abuses the staff
- Ignores or disobeys the rules which guide behavior during the school day and program time. If a child cannot adjust to the program setting and behave appropriately, then he or she may be dismissed from the program and parents must make other arrangements.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

- The misbehaving child will be given a five-minute time-out, in order for him/her to cool off and think about his/her actions.
- If a second 10-minute time-out is given to the child in a single day, the caregiver will write an incident report. This report is given to the parent or guardian to read and sign. The report will be returned to the caregiver where it will remain with the child's enrollment information.
- If a child receives three written behavior-related incident reports, the child will be suspended for a week period starting the following school day.
- If the severity of a problem is great enough that it could endanger the safety of the child or others, you will be asked to make other arrangements.
- Late pick up, late payment, or disruptive behavior may be grounds for dismissal from the program

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**Extended Day Program**

**ENROLLMENT FORMS**

The program expects the registration forms to be kept completed and current. The parent must provide any changes to the forms such as: emergency persons, contacts, employers, phone numbers, departure changes.

**ATTENDANCE**

Changes in attendance must be sent in writing to your child's Homeroom Teacher.

**HOURS OF OPERATION**

The program operates from the end of the school day (3:30 PM) until 6:00 PM.

After 6:00 PM late charge: \$10.00 per child for each 15 minute increment, or any part thereof.

Late fees and all payments will be billed through your school account.

For the safety of the children, photo I.D will be required of anyone other than the child's parents to pick up a child.

Children must bring their own lunch on Parent Teacher Conference Noon dismissal day. Extended Day Program will not be offered on Noon Dismissal days before Thanksgiving, Labor day, Christmas, and last day of school. Please make arrangements.

In case of emergency Extended Day Program telephone number is 770-906-5813