

SACRED HEART SCHOOL

EXTENDED DAY HANDBOOK
2009-2010



815 NORTH 16TH AVENUE
MELROSE PARK, IL 60160
Extended Day: 708-681-0307
School Office: 708-681-0240
FAX: 708-681-0454
www.shsmelrosepark.com

SACRED HEART SCHOOL EXTENDED DAY PROGRAM

The Extended Day Program will provide a very loving and caring environment for your child, while providing supervision, recreation and activities. It is open to children from 3-year old preschool through eighth grade that are enrolled at Sacred Heart School.

This professionally operated program allows children to experience activities within a Catholic environment. Games, recreation, arts, craft projects, creative play, snack and homework time are just a few of the things which the children are able to take part in. Children are allowed to bring toys from home, but they will be responsible for taking care of what they bring in. Also, they must leave them in their book bag during normal school hours. They are able to play with them after snack and homework are completed. A snack will be provided every day. If you would like your child to have a special snack, please send it with your child.

Professional faculty members staff the Extended Day Program. The people employed will work together to make your child feel at home, loved and respected.

EXTENDED DAY HOURS

The Extended Day Program is offered from 7:00 a.m. until 7:50 a.m. each morning. The doors will not open until 7:00 a.m., so please do not drop your child off earlier. The children should be dropped off at the Kindergarten doors on 15th Avenue.

The program is open from 2:30- 6:00 p.m. after school on regular school days. There may be exceptions before a holiday vacation or if the faculty has a meeting off school premises. You will be notified of those dates in advance. Please pick up your child at the courtyard doors where the doorbell is located.

IMPORTANT PARENTAL RESPONSIBILITIES

Emergencies/Safety

With the child's safety in mind, it is important that the parent or guardian fill out emergency information adhere to the rules for pick up and emergencies.

* Parents, guardians or others on the authorized pick up list cannot remove a child from the program without signing the child out.

* Parents or guardians are asked not to send persons whose names are not on the authorized pick up list to pick up their child. The children will not be released to anyone without proper authorization.

* Parents or guardians may wish to telephone the staff to say that their child be allowed to go somewhere else after school. The request will not be granted over the phone for fear that it may not be the parent calling. **The staff must be informed in writing by the parent or guardian that their child has permission to go elsewhere.** If your child is involved in outside activities and schedules are changed, please make sure we are notified. We are not always aware of schedule changes ahead of time.

* Any correspondence to the Sacred Heart Extended Day Program should be sent to school **in a sealed envelope with Extended Day clearly labeled on it.**

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* Please send any changes in the emergency information to the Extended Day staff immediately. We do not always receive the information when sent to the office if they are not aware that your child is enrolled in the program.

FEES AND PICK UPS

Other areas of parental responsibility are in the matters of prompt payment and pick up from the program.

The fee for the program is \$3.00 per hour per child, with a minimum charge of one hour in the afternoon. There is a yearly registration fee of \$35.00 for the first child, with an additional \$10.00 per sibling registered in the program. This fee helps cover the cost of equipment and snacks throughout the school year.

- * A \$3.00 minimum will be charged after school.
- * Daily charges will be based on hours and half hours. The bi-weekly bills will be based on the sum of those daily charges.
- * The hours are billed as follows:
 - 5-30 minutes = \$1.50
 - 31-60 minutes = \$3.00 with a minimum of \$3.00 in the afternoon session.
- * There will be a \$1.00 per minute late fee for every minute past 6:00 p.m.
- * A 5% interest fee will be added on accounts that are over two weeks past due. This will accumulate on a weekly basis until the account balance is paid in full.

Staff members are scheduled to work until 6:00 p.m. Therefore, we appreciate and expect prompt up of your child. If an emergency arises:

- * Please call the Extended Day Staff at 708-681-0307 before 6:00 p.m. to inform us of the delay. We will attempt to work something out.
- * Please make sure a neighborhood friend or relative you can rely on in case of weather, traffic or other emergencies is included on the list of people authorized to pick up your child.
- * In case of emergency, there will be an additional \$1.00 per minute late fee for every minute past 6:00 p.m.
- * Frequent late pick ups are upsetting to the children and difficult for the staff members. Therefore, after three such instances, any and all future late pick-ups during the current school year will incur an automatic \$25.00 charge in addition to the \$1.00 per minute late fee.

Thank you for your consideration.

There will be a \$25.00 fee for all returned checks.

Payments will be made on a bi-weekly basis. Bills will be sent out on the Monday following the two week period. The bills will be due on Thursday. Failure to pay your balance will result in the dismissal of your child(ren) from the program until payment is made. If your bill is overdue more than two weeks, a 5% late fee per week will be added until the bill is paid.

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The bills will be sent home in an envelope marked with your child's name and Extended Day on it. The envelope is clearly marked and should be used to send the payment back to school. Including the bill with your payment will make record keeping much easier. The bill will be returned with the envelope marked "Receipt." **Please use the same envelope to return your payment and do not send payments back to school without an envelope.**

Also, please retain all receipts for income tax purposes. The Extended Day Program will not supply an itemized list of these charges. If you request an itemized list, there will be a \$25.00 charge and it cannot be completed immediately. It takes time to review the receipt books and find all the information.

EMERGENCY DROP OFF

We realize that there may be times when you need to use the program on a one time emergency basis. If this occurs, please call the office and inform them of the situation. Also, please leave a phone number where you can be reached if needed. The drop off fee for children not registered in the program is \$5.00 an hour. You will receive a bill following your child(ren)'s stay. If you use the drop off without registering your child more than two times, you will be billed for the registration fee also. This will help eliminate the use of the program without registering and ensure that the program has all the paperwork and emergency information that is needed. Thank you for your cooperation.

SPECIAL PROVISIONS AND PROCEDURES

Illness and Accident

- ◆ In case of a minor illness or accident, the staff will administer first aid.
- ◆ In case of serious problems, the staff will refer to the emergency information and follow the instructions on the form.
- ◆ If the instructions given on the emergency form cannot be followed at the time of the emergency, the staff will act to the best of their knowledge for the welfare of the child.
- ◆ No medication will be administered to any child unless the child has the appropriate forms as stated in the school handbook.
- ◆ If a child gets sick during the program, the parent or guardian will have to make arrangements for the child to be picked up. Please keep us informed of any changes in the emergency phone numbers, including the numbers for work, home, cell phones and relatives and friends on the emergency list.
- ◆ The Extended Day phone number is (708) 681-0307. Please do not call this number during regular school hours unless there is an emergency.

HOMEWORK

Homework time will be provided for the children. The staff will be available to help the children, but the children are expected to be responsible for their assignments. Since there are many children in the program, the staff is not able to work individually with each child. If

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the child requires constant one-on-one help, he/she will have to complete the assignment at home. The staff will not be responsible if the child does not complete his or her homework. When the weather is nice, homework time may be limited to allow the children to go outside.

TOYS/ELECTRONIC DEVICES

Children are allowed to bring toys from home, but they are responsible for taking care of whatever they bring into the Extended Day Program. Please note:

- * iPods, Nintendo DS and other expensive electronic devices may be brought to Extended Day, but the Sacred Heart Extended Day assumes no responsibility for lost or broken toys or electronics.
- * Toys and electronics must remain in their book bags during normal school hours.
- * Children are able to play with or use their toys/electronics after snack and homework is completed.

ABSENCES

If a child is going to be absent from the program, please inform the staff. You may notify the office to relay the message. Please do not call the Extended Day number during school hours. The telephone rings in the classrooms and disturbs the class that are in progress. It is best to relay the message through the office.

If a child leaves school early, please have the office notify the program.

A CHILD'S BEHAVIOR

Being a Christian environment, we expect the children to respect the staff and other children at all times. Any continuous occurrence of inappropriate behavior will result in notification of the parent or guardian and a behavior report will be filled out. If this behavior continues, the child will be asked to leave the program. Thank you for your support.

POLICIES FOR EXTENDED DAY

1. Only children enrolled in Sacred Heart School can be accepted into the program.
2. Sacred Heart's Extended Day Program shall operate only on scheduled school days.
3. A yearly registration fee of \$35.00 will be charged. The fee is non-refundable and the children may join the program at any time during the school year.
4. The employees of the program are screened and hired in compliance with the Archdiocesan guidelines.
5. If you would like a conference with a staff member, please contact them in advance to arrange an appointment.
6. If your child participates in any after school activities (Student Council, Cheerleading, Choir, etc.), he/she is expected to go directly to the program to be signed in. We will not be responsible for any child until they have been checked in. Children participating in those activities should inform the staff of their schedules, meetings or practices as soon as they receive that information.
7. Cell phones and texting are not allowed in the Extended Day program. **Cell phones must be left in the child's book bag at all times. If you need to contact your child between 2:30 and 6:00 p.m., please call (708)681-0307.** The children are also able to use the Extended Day phone to contact their parent or guardian when needed so there is no reason to use a cell phone. Thank you for understanding.