

# St. Bernadette Catholic Academy



## Extended Day Program Parent & Student Guide 2010/2011

Extended Day Telephone 708-857-5787  
School Telephone 708-422-6429

The Extended Day Program at St. Bernadette Catholic Academy provides professional care, supervision, recreation and enrichment activities for your child. The Extended Day Program is open to all registered full-time students of St. Bernadette Catholic Academy. It complies with the non-discriminatory policies of the school and Archdiocese of Chicago.

The program care and supervision is for the exclusive use of students enrolled in regular school. It operates only on school days when the students are in attendance and in Archdiocesan facilities.

### **General Instructions and Rules**

1. Extended Day operates from 6:30-8:00 am and from dismissal to 6:00 pm. Monday through Friday on days when school is in session.
2. Students must be picked up by 6:00 pm or a charge of \$2.00 for each minute or a fraction there of after 6:00 pm will be assessed. Continued late pick-up can result in the child or children being dropped from the program at the discretion of the coordinator in consultation with the Principal.
3. Students are to bring their own nutritious snacks.
4. All children will enter and leave through the Extended Day Door on the Northwest end of the building. Both morning sign-in and evening sign-out will take place at this door. Children will only be released to the parent or the person who has been designated by the parent as the pick-up person. Identification may be required.
5. Children shall be released only to the primary person indicated on the registration form unless the Coordinator is notified prior to that day. In that event, the child will only be released to the person after proper identification has been furnished.
6. All children will be signed in and out daily by the parent/guardian or designated adult. Time cards are only to be handled by adults.
7. If an Extended Day parent wishes to go upstairs to the school office, the office personnel must be notified first.



## **Fees and Payment**

### Registration Fee

There is a \$35.00 NON-REFUNDABLE registration/supply fee per child and \$50 fee per family with 2 or more children for the 2010/2011 school year.

### Billing

Hourly rate of \$3.50 per child, per hour, billed to the quarter hour. Parent will be billed monthly after service is provided. Invoices will be sent on the 1st of the month. Payment is due within 10 days of receipt of bill.

Monthly rate of \$185.00 payable in advance. Nine monthly payments September through May. First payment due September 1, 2010. No exceptions and no refunds. Student can attend before and after school any time.

### Payment Terms

Extended Day Fees are the sole support of the St. Bernadette Catholic Academy Extended Day Program. No refunds or credits will be given if a child is absent due to short-term illness or family emergency.

It is the responsibility of the parent to **note on their child's time card** if he or she attends ELS, Band, Violin, Choir, etc. after school. Hours charged will not be adjusted unless this is recorded **on the time card by the parent**.

**Failure to pay fees as scheduled will result in the exclusion of the child from the program.**

There is a \$25.00 charge on any check returned stamped "NSF" (non-sufficient funds) and all future payments will be made in cash.

Extended Day closes at 6:00 p.m. Children must be picked up by that time. An additional \$2.00 will be assessed for every minute after 6:00 pm.

## **Special Procedures**

### Clothing

Students participating in the Extended Day Program after school are encouraged to bring gym shoes and a change of clothes to save their uniforms from getting dirty while they are at play.

### Schedule

Morning - Parents are required to escort their children into the designated room via the designated door and sign in their child(ren). Students will use the time to study, play board games, etc. No snack or drink will be served. Students are allowed to bring any food that does not require special preparation by our staff.

Afternoon - Students will report to the designated room. The time will be organized according to grade levels. All students will have a snack, time for active play, and quiet play. There will also be time to study, do homework or read. Occasionally movies may be scheduled. Your G-rated movies are welcome. Popcorn may be brought in on any day. Donations welcome.

### Toys From Home

Children are not to bring toys from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the "sharing" atmosphere. If you wish to donate appropriate toys or games to be used by all children in Extended Day, please feel free to do so. No toys or electronic devices from home.

### Cell Phones

All cell phones will be turned into the school office at 8:00 am and will be picked up at the office at the end of the day. If student attends Extended Day, his/her cell phone should be turned into the Extended Day staff. Any student who does not follow this mandate will have his/her cell phone confiscated. The student's parent will be required to pick up the phone from the principal's office. Regardless if student brings phone to school, cell phone number must be on file.

### Discipline

Extended Day is considered an extension of the St. Bernadette Catholic Academy day. All the rules and regulations stated in the St. Bernadette Catholic Academy handbook will be strictly enforced. Please go over this with your children.

**Thank you for your cooperation!**