

ABOUT THE PROGRAM

The extended care program serves working parents who desire both Catholic school education and supplementary care in a Christian environment. For insurance purposes, the extended care program is open only to students enrolled at St. Emily School and registered with the program. Services are provided only on regular school days. *The Extended Care Program offers parents the comfort in knowing that their children are safe and supervised with in the school building.* A weather-related or other emergency causing the cancellation of school will also result in the cancellation of the extended care program.

The program allows the children to experience a diversity of activities within a Christian environment; activities are planned to complement the philosophy and value system of the school family. The staff, teachers and school support staff will work together to help each child grow in maturity and self-respect as well as to maintain an atmosphere wherein respect and understanding for others is realized.

ABSENCES

When a parent knows in advance of a child's extended absence from the program, the Director and the child's teacher should be notified in writing. When reporting your child's absence, or if you intend to pick your child up early from school, ask the office receptionist to give written notification to the Director and the child's homeroom teacher.

ACTIVITIES

Homework time, arts and crafts projects, games and snack time are among the various activities. Children are given one snack during after school time; students remaining beyond 4:45 PM may need an additional snack that may be brought from home. Dietary restrictions will be honored upon receipt of a note.

ALLERGIES/MEDICAL CONDITIONS

If applicable, please remember to complete this section on the registration form. Allergies and medical conditions are treated with respect and confidentiality. In the case of food allergies, the entire group of extended care students are taught about precautions and the consequences of what can happen when rules are not followed. Safety of students is our priority.

BEHAVIOR

As members of a Catholic Christian community, all are expected to RESPECT each other and the materials and environment provided. The expectations of student behavior in school also applies in the extended care program. Consistent disregard for guidelines and the rights of others will lead to suspension from the program, for a one week minimum.

EMERGENCY/SAFETY

Your child's safety and well-being is the first and most important issue for our extended care staff. No adult will be allowed to take children from school grounds without notifying one of the supervisors and then signing the appropriate form. A **full signature** is required each time an adult signs the pick-up form. Students will be released to someone other than a parent only after the staff receives instruction from the parent, picture identification and recognition by the child. If there is any reason to question the release of a child, a parent will be contacted. The school administration reserves the right to hold a child until the staff contacts a parent and is fully satisfied that the release of the child is in the child's best interest.

Any legal documents regarding child custody or a restraining order should be on file in the school office.