# Notre Dame Elementary School Extended Care Program

### **Mission**

Notre Dame Elementary’s Extended Care Program was designed to meet the needs of its students (4 year old - 6th grade) and their parents. The purpose of the program is to provide a child-centered, safe, stimulating, and happy environment, which allows children to interact freely with others. The philosophy of our program is “Homework First”. Homework will be completed before any recreation time is offered. Every effort will be made to assist children with their homework when possible, but ultimately**, it is the responsibility of the child and parent to be sure all homework is completed and checked each night.**

#### Registration

A non-refundable registration fee of $10.00 per child is required with your application., and will be assessed yearly. The registration form must be filled out completely and the information recorded on it should be kept current. Please notify the office if there are any changes in business or personal information such as address or phone number during the school year.

#### Fees & Payment Policy

Full Time/Daily Use

$60 per week with no refunds for missed days unless child is sick for 3 or more consecutive days. Credits will be issued for those days paid for and not used and may be applied to the next week. Payment is to be made the Friday before intended use. You may also pay on the 1st of each month prior to care being provided.

Occasional/Weekly Use

Hourly Rate: $5 per hour for the first child, $3 per hour for each additional child. Fees are to be paid the Friday before intended use. Send payment and intended use envelope in on the Friday before you plan to use the service.

It **is imperative** for scheduling and bookkeeping purposes that payment and intended use form is sent in the week prior to usage.

If you need to have you child stay for extended care unexpectedly, please send a note in with payment on the day of use.

#### Hours of Operation

During regular school days, the program will operate Monday through Friday from dismissal until 5:30 pm. There will be a strict policy regarding children being picked up by the closing time.

**EXTENDED CARE WILL NOT BE AVAILABLE ON DAYS WITH EARLY DISMISSAL. THIS INCLUDES BOTH SCHEDULED EARLY DISMISSALS AND DISMISSALS DUE TO WEATHER.**

#### Safety and Medical Concerns

In the event of an injury of any kind we notify parents immediately. Please be aware that our school nurse is **not** on campus during after-school hours. If a child is on medication, please let us know during registration or whenever this information changes.

If your child becomes sick during extended care, the parent or emergency contact will be notified and you will be expected to pick your child up immediately.

**Pick-Up**

Please enter the school through the breezeway doors. **Parents are required to sign their child/children out daily.** The staff must be notified in advance, in writing, if someone other than the parents or authorized person on the registration form will be picking up a child. No child will be allowed to leave with someone not authorized by the parent on the registration form. In case of last minute (emergency) child pickup arrangements, please call the school during regular hours or call the extended care phone number during after school hours.

## **Late Pick Up**

Parents may be assessed a $5.00 fee for every 15 minutes late beyond closing time. After the THIRD late pickup, a child may be expelled from the program. If your child has not been picked up by 6:00 and notification has not been given, one of the emergency contacts will be called to pick up your child. Once your child has been picked up by the emergency contact, a sign will be left on the pick-up door telling the name of the person who picked up your child and the Extended Care staff will leave.

## **Conduct & Discipline**

Students must follow the same rules of conduct as during the normal school hours. Please refer to the Student/Parent Handbook. In the event of serious problems, the staff members will refer the problem to the Principal, Sister Mary Alice Kane. We will make every effort to work out any issues with students before this referral. In the event of continued behavioral problems the student will be removed from the program with no refund.

The program expects that the child/children will:

* Arrive at the program promptly and orderly.
* Remain with the group and staff at all times.
* Be responsible for his/her actions.
* Take care of materials and equipment properly and return them to their proper location when finished.
* Remain quiet during attendance, when a staff member is giving instructions, and during homework time.

#### Attire

Children will stay in their NDES uniform during extended care.

#### Personal Items

NDES will not be held responsible for any personal items brought into the program. (ie: phones, electronic games, ipods, etc.)

###### Snacks

Due to many dietary restrictions, Extended Care does not provide snacks. You may send in a snack for your child on an individual basis.

#### Contact information

Notre Dame Elementary Extended Care Program

60 Spangenburg Avenue

East Stroudsburg, PA 18301

Ann Biffen – 570-421-3651 or office@ndelementary.org

**PHONE NUMBER DURING EXTENDED CARE HOURS: 570-801-1326**

**PLEASE NOTE THE EXTENDED CARE STAFF WILL NOT HAVE ACCESS TO THE SCHOOL’S OFFICE PHONES. IF YOU MUST REACH THE STAFF DURING EXTENDED CARE HOURS CALL THE ABOVE NUMBER.**

updated 7/24/2013