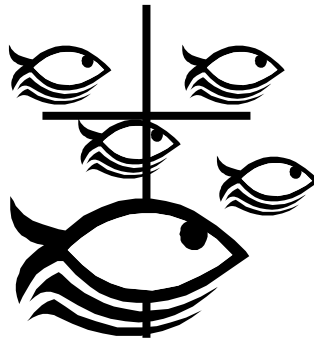


St. Patricia School

www.stpatriciaparish.com

9000 S. 86th Avenue

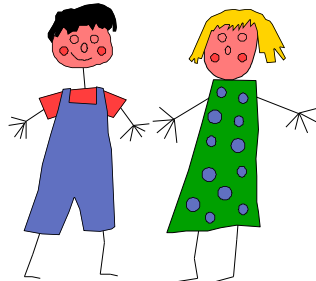
Hickory Hills, Illinois



Extended Day Program

School Office: 708-598-8200

Extended Day: 708-598-0821



Parent Handbook

OVERVIEW

We welcome you and your children to our Extended Day Program. The goal of our program is to offer our school families a Catholic environment that provides a consistent, safe, productive, and well-supervised setting for their children after regular school hours.

ELIGIBILITY

St. Patricia School Extended Day Program is for regularly enrolled students. Enrollment includes grades Pre-school through 8th.

PROGRAM SCHEDULE

The program will operate on:

- Full days from 2:15 until 6:00 p.m.
- Half-days from 11:30 until 6:00 p.m.
- Closing time is subject to adjustment

The program is closed on all school holidays and vacations.

LOCATION

Extended Day Program will use the Chapell Room located adjacent to the School Hall. This room is accessible from the driveway located just north of the Parish Center.

PROGRAM DESCRIPTION

Students will have opportunities to do homework, play games, watch videos, and play outside when the weather permits.

FEES

The Extended Day Program is entirely funded by student fees. The school or the parish does not subsidize this program.

Hourly program fees: Fees are broken down into quarterly fractions.

- 1 child \$3.75
- 2 children \$6.25 per hour
- No family will pay more than \$6.75 per hour.
- There is a late charge for pick-up after 6:00 P.M.

Families will receive a weekly invoice. Payment should be made using the Extended Day Envelope. Payments can be made to the office or to the Program Director. Payments must be kept current. If a parent/guardian fails to meet the program fee payment and does not make adequate arrangements with the director, the child/children will not be allowed to continue in the program.

REGISTRATION

A \$75, per child, annual registration fee is due on Organization Day. This fee covers snacks such as juice, milk, finger food and supplies. Students cannot participate in the Extended Day Program until the registration fee has been paid.

In emergency situations when a child is sent to Extended Day a registration fee will not be required. If the program is used more than 5 times in a school year the \$75 registration fee is required.

There is a \$25 dollar charge for any NSF check.

Registration forms need to be completed in advance of using the program. Registration takes place at Organization Day in August. In addition, forms are available in the Office.

When forms are completed, including important information about whom the child can be released to, parents will be notified that they are able to use the program.

No child will be released to a person not listed on the form. If there is confusion about pick-up we will call the parent and check with him/her about the adult seeking to pick-up the child.

EMERGENCIES

In cases of injury or illness, we will make calls based on the instructions on your Emergency Card.

If an injury is considered serious the paramedics and or police will be called.

STUDENT PICK-UP

Students are to be picked-up at the Chapell Room (Music Room) door located down the road just north of the Parish Center.

To assist in providing a safe program for your child all parents/guardians or assigned adults must sign out the student each day. For billing purposes, the time the student leaves should be noted on the Supervisor's sign-out sheet.

If someone other than a parent/guardian is to pick-up a student their names must be recorded on the Emergency Form and they may be asked to provide some form of identification before the child(ren) are released to them.

In an emergency, if anyone else is picking up your child, please notify the school by phone or written note. This should be given to the child's teacher in the morning in an envelope addressed to the Extended Day Program.

If students are to be released to another school related activity; Brownies, school play, sports practice, or to work with a teacher a written note must be presented to the Extended Day Supervisor. The student must also inform the supervisor which teacher they will be assisting.

HALF-DAYS

Since this is a long day for students to be in the Extended Day Program they are asked to bring a lunch. Snacks and juice will be provided.

EXPECTATIONS

Students:

- Are expected to bring their homework materials to the Extended Day room each day.
- Children are not allowed to leave the program area once they have checked in, unless there is a signed parent note explaining the reason.
- In order to attend the program the student must have been in school that day.
- Since the Extended Day Program is an extension of the school day, students are expected to demonstrate respectful and courteous behavior as they would during regular school hours. Any single serious behavior problem or on-going patterns of behavior will be discussed with the parents/guardians. On-going serious behavior issues could lead to removal from the program.

Parents:

- Parents must have successfully completed the registration form(s) prior to having their child participate in the program.
- If a child is not signed out, the parent/guardian will be charged for services until 6:00 p.m.
- Phone calls regarding the Extended Day Program or special arrangements for picking up students may be made to the school office (598-8200) from 8:30 until 2:15. After 2:15 calls need to be made to the Extended Day Room (598-0821).

St. Patricia reserves the right to amend this program as needs arise.
Parents/Guardians will be notified of any changes in a timely manner.

**ST PATRICIA SCHOOL
EXTENDED DAY REGISTRATION FORM 2009-10**

FAMILY INFORMATION

Family name (s) _____, _____
 Home phone (s) _____ - _____ - _____, _____ - _____ - _____
 Address _____ City _____ Zip _____
 Mother's Name _____ Father's Name _____
 Work phone _____ - _____ - _____ Work phone _____ - _____ - _____
 Cell phone _____ - _____ - _____ Cell phone _____ - _____ - _____

EMERGENCY CONTACTS

Name: _____ Relationship: _____ Phone: _____ - _____ - _____
 Name: _____ Relationship: _____ Phone: _____ - _____ - _____

Child's Name	Grade	Allergies or Special Information

FEES

The Extended Day Program is in operation from 2:15 p.m. until 6:00 on regular school days. Half days begin at 11:30 and end at 6:00. A \$1.00 per minute "over time" charge is assessed after 6:00.
1 Child \$3.75/hour **2 children** \$6.25/hour **3 or more children** \$6.75/hour

List all the people you approve for picking up your child:

Please estimate the time you will be picking up your child: _____:

Parents Signatures: I have read and understood the Extended Day Handbook

Mother: _____ **Date:** ___/___/___

Father: _____ **Date:** ___/___/___

Guardian: _____ **Date:** ___/___/___

By law the State of Illinois requires school personnel to inform the Department of Children and family Services of any allegation/suspicion of child abuse/neglect.