



Blessed Teresa of Calcutta Catholic School

Extended Care Program (ECP) Registration Form 2022-2023

Philosophy

The philosophy of the Extended Care Program at Blessed Teresa of Calcutta School is consistent with the philosophy of the school. (See Parent/Student Handbook). The purpose of the Extended Care Program is to provide a safe, well-supervised environment for our school children while parents are at work or school.

Admission

Each child admitted to the Blessed Teresa of Calcutta Extended Care Program must have the following completed forms on file:

- Registration Form
- Medical Needs Form
- Emergency Contact Records

This helps the caregiver in providing a totally safe environment for each child by knowing what he/she needs.

Program

We operate our Extended Care Program in the cafeteria. The following Extended Care Services are available:

Morning Care for All Grades:	Available from 7:00 a.m. – 7:30 a.m.
After School Care for All Grades:	Available from 3:00 p.m. – 6:00 p.m.
Early Dismissal Days:	Available from 11:00 a.m. – 6:00 p.m.
Day before Thanksgiving, Christmas, & last day of school – NO after care	

****Please note that there are several times during the year when there is an 11:00 a.m. dismissal, usually on the first Friday of the month. Even if this is the only time you expect to use the extended Care Program, you must be registered for Extended Care. Since no lunch is served in the cafeteria, children will need to bring a sack lunch from home on that day.**

Extended Care will not be available on days that school is not in session. If school is dismissed early because of inclement weather, or any other emergency, there will be **NO** Extended Care that day.

Program Fees

Registration Fee: \$30 per child/family-No money is due at the time of registration. Your registration fee will be added to your September bill. If a family registers later in the year, it will be added to their first bill.

Fees are for the first child. Each additional child will receive a 25% discount off their fee.

Full-time-13 or more days per month-\$140 (includes all early dismissal days for the year)

Part-time-9-12 days per month-\$84 (can include all early dismissal days for the year)

Convenience Rate-4-8 days per month-\$55 (can include all early dismissal days for the year)

Early Dismissal Rate-\$20 per month-Only includes early dismissal days

Emergency Use Rate-1-3 days per month-\$30 (does NOT include any early dismissal days)

Morning Care-\$12 (flat rate for month-any amount of days)

***Program Selection** – Every family must select a program (Full Time, Part Time, etc.) and be registered for extended care to attend. A family must notify Ms. Maeve O’Neill, Extended Care Director, to change or cancel programs. Notice must be sent via email to moneill@btc-school.org.

Payment

Payments will be paid via your FACTS account. Payment will come out the 12th of each month

***Payment Plans**-Every family must be on a payment plan and must be registered for extended care in order to attend. A family must notify Ms. Maeve O’Neill, Extended Care Director, to change or cancel a plan. Notice must be given via email to moneill@btc-school.org.

Please note: Fees delinquent by more than 2 weeks will result in the denial of extended care services until fees are current. In addition, if fees are not paid, your child may not receive progress reports or report cards until such fees are paid in full.

Morning Care Drop-off Procedures and Fees

Early morning drop off begins at 7:00 a.m. in the cafeteria for all students.

After School Care Pick-Up Procedure

When picking up your child/children in the evening, a parent/guardian must come through the red doors and downstairs into the cafeteria to sign their child/children out. A child can be released only to parents/guardians or other persons noted on the registration form or a person designated by the parent/guardian in writing (prior to the time of pick up). Any person unknown by the Extended Care Staff will be required to show an ID before a child will be released into their care.

Late Pick-Up Fee

Children must be picked up by 6:00 p.m. After 6:00 p.m. an additional charge of \$1.50 per child will be assessed for every 5 minutes after 6:00 p.m.

If a parent/guardian will be late, they must notify the Extended Care by 5:30 p.m. There will be a 15minute time limit past 6:00 p.m. for the child to be picked up. After that, even if a parent has called, the situation will be treated as an emergency, and the Extended Care Staff will call the person designated on your Emergency Form. Please list the order in which you want the staff to contact your emergency person. **If no one is reached by 6:30 p.m., and we have not heard from you, the police will be contacted.**

Illness or Injury

If a child becomes ill while in Extended Care, a parent will be notified immediately. If a parent can't be reached immediately, the Extended Care staff will call the person designated on the Emergency Form. Please list the order in which you want the staff to contact your emergency person. The ill child will be isolated from the other children and will be monitored by a staff person until the parent arrives.

If a child is injured during Extended Care, the staff will administer first aid and attempt to contact the child's parent/guardian. If the parent/guardian cannot be reached, the staff will attempt to call the person designated on your Emergency Form. If no one can be reached, the staff will do any or all of the following:

- A) Contact your physician
- B) Call an ambulance/911
- C) Have the child taken to the emergency room in the company of a staff member
- D) An accident form will be completed for your records, stating the nature of the accident and what was done. A copy will be kept on file in the school office.

Snacks

The afternoon Extended Care will provide a snack each day. This will consist of individually wrapped crackers, cookies, fruit, fresh vegetables, or special treats. **Please advise Extended Care of all known allergies that your child may have.** This should be indicated on your registration forms. Children must bring a filled water bottle from home for use at extended care.

*****Due to COVID concerns, students will not be able to access drinking fountains. It is important that they bring water additional to what they are bringing for the regular school day.*****

Discipline

Children expect the wisdom of adults to set reasonable limits for them. Limits are necessary to maintain safety, protect health and guard the rights of each individual. Constructive methods of discipline will be used to promote a child's self-discipline and good behavior.

Our aftercare program is an extension of the school day. The school discipline may be enforced during aftercare hours if behaviors are not corrected. If there is still no improvement in behavior your child will be dropped from the Extended Care Program.

Rules

- Each child is unique and valuable; therefore, we will expect every child to be treated with respect, love and concern.
- Each child will respect the Extended Care staff. This includes the manner in which he/she speaks to them and respects their authority.
- No child is to leave the supervision of the Director or staff without written permission. They are not allowed to go outside without an adult.
- No foul language or profanity will be tolerated.
- No biting, pinching, hitting, kicking, or bodily harm to another individual will be tolerated.
- Each child will be expected to help clean up his/her toys and craft supplies, as well as to generally straighten the room.
- No cell phones will be allowed. They will be confiscated and turned into the Principal's office and can be picked up by the individual's parent/guardian.
- No handheld video or electronic games or devices are allowed.

Personal Belongings/Play Items

All personal items i.e., coats, sweaters, lunch boxes, etc. **must** have the child's name marked on them. Books and other items that students bring to use during Extended Care also must have the child's name on them, and students shall take full responsibility for those items.

Daily Schedule

Children will be provided a light and healthy snack. They will be given time to work on homework and involve themselves in physical activity inside or outside depending on weather.

To The Parents

Please read over all the information in this packet with your child/children. Talk with them about the Rules in the handbook and explain the consequences if they choose to be disruptive or disrespectful. With communication, your help, support and cooperation, this will be a great year for all of us!

Please complete all registration forms and return by **Wednesday, August 17th, 2022**. If you have any questions or concerns about the Extended Care Program, please contact the school office at 522-3888 or Ms. O'Neill at moneill@btc-school.org.

Thank you.

Mrs. Claudia Dougherty, Principal

Ms. Maeve O'Neill, Director of Extended Care Program

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Extended Care REGISTRATION & EMERGENCY Information 2022-2023 (Please complete both sides)

FAMILY NAME: _____ Date Registered: _____

Extended Care Services Needed: (check appropriate response)

Sessions	Attending:	Program	Rate:
	<input type="checkbox"/>	Morning	
	<input type="checkbox"/>	Full-time	
	<input type="checkbox"/>	Part-time	
	<input type="checkbox"/>	Both	
	<input type="checkbox"/>	After School	
	<input type="checkbox"/>	Early Dismissal Days	
	<input type="checkbox"/>	Convenience (4-8 days/month)	
	<input type="checkbox"/>	Emergency (1-3 days/month)	

Possible Days Attending (Check all if schedule is not known) Mon Tues Wed
 Thurs Fri

Pick Up:

Adults (other than parents) Authorized to Pick Up: 1 _____

2 _____ 3 _____

4 _____

1 Child's Name

(Last) (First) (Middle) (Nickname, if any)

Date of Birth ____/____/____

Allergies _____

2 Child's Name

(Last) (First) (Middle) (Nickname, if any)

Date of Birth ____/____/____

Allergies _____

3 Child's Name

_____ (Last) (First) (Middle) (Nickname, if any)

Date of Birth ____/____/____

Allergies _____

4 Child's Name

_____ (Last) (First) (Middle) (Nickname, if any)

Date of Birth ____/____/____

Allergies _____

5 Child's Name

_____ (Last) (First) (Middle) (Nickname, if any)

Date of Birth ____/____/____

Allergies _____

Address _____ Home Phone _____

Mother's Name _____ Work Phone _____

Cell _____

Father's Name _____ Work Phone _____

Cell _____

Child(ren)'s Physician _____ Phone _____ Physician's Exchange

_____ **Emergency Contacts: (Please list in the order you wish them to be contacted if an Emergency arises.)**

Name	Relationship	Phone
1	_____	_____
2	_____	_____
3	_____	_____

Parent / Guardian Signature: _____