



Blessed Teresa of Calcutta Catholic School

Extended Care Program (ECP) Registration Form 2014 - 2015

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 downstairs open area of the school building (PreK classrooms and Art Room); morning care is 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 12:30 p.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 a 12:00 p.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. Extended Care will not be open on national holidays.

Program Fees

Registration Fee: \$35 per one child or \$40 per family

\$3.00 per hour or portion of hour, per child.

In the event your child is NOT registered for Extended Care, yet no one arrives to pick up your child at dismissal, the child will be required to go to aftercare and will not be permitted to wait in the parking lot beyond 10 minutes. **A \$10 charge will be applied for unregistered aftercare services for the first hour (or partial hour).**

Payment

Bills will be sent home in your child's weekly Wednesday envelope. Payment is due on Monday of the following week by cash, check, or money order, payable to Blessed Teresa of Calcutta ECP. If alternate payment arrangements are needed, please contact the Parish Business Manager. The Director will then be advised of these arrangements. A fee of \$8 will be assessed for returned checks.

Please note: Fees delinquent by more than 2 weeks may 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. **Any student arriving before 7:30 will be charged the \$1.00 fee.**

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 Pre K area 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 15-minute 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.

No medication will be given to your child/children during extended care.

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 crackers, cookies, fruit, drink, 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.

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 as soon as possible with the registration fee. If your registration fee is not paid in full by Friday of the first week, as well as that week's payment, your child will not be enrolled on the following Monday until fees are paid.

If you have any questions or concerns about the Extended Care Program, please contact the school office at 522-3888.

Thank you.

Mrs. Adrienne Govero, Principal

Miss Rachel Janis, Director of Extended Care Program

Deacon Allen Love, Business Manager

Blessed Teresa of Calcutta Catholic School

Extended Care REGISTRATION & EMERGENCY Information 2014-2015

FAMILY NAME: _____ Date Registered: _____

Extended Care Services Needed: (check appropriate response) Check box if PRE-K 3-day or 5day

Full Time:

- Morning
 After School
 Both

Part Time:

- Specific Days: Please check
 Mon Tue Wed Thu Fri
 Days Vary
 Early Dismissal Days only:

Pick Up:

Adults (other than parents) Authorized To Pick Up: 1 _____ 3 _____
2 _____ 4 _____

1 Child's Name _____
(Last) (First) (Middle) (Nickname, if any)

Date of Birth ____/____/____

2 Child's Name _____
(Last) (First) (Middle) (Nickname, if any)

Date of Birth ____/____/____

3 Child's Name _____
(Last) (First) (Middle) (Nickname, if any)

Date of Birth ____/____/____

Address _____ Home Phone _____

Mother's Name _____ Work Phone _____ Cell _____

Father's Name _____ Work Phone _____ Cell _____

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

Known Allergies

Child 1 _____

Child 2 _____

Child 3 _____

Chronic Illness/Disability

Child 1 _____

Child 2 _____

Child 3 _____

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: _____