



EXTENDED DAY PROGRAM INFORMATION, POLICIES, & AGREEMENT 2021-2022

Before School Program

- The Before School Program is available from 7:00 am - 8:00 am in the school cafeteria on days when school is in session.
- Parents **must call the school office at 412-835-0600 by noon the day before**. A staff member will only be available if arrangements are made in advance; staff will not be at the school routinely between 7-8 AM.
- After parents have made arrangements for staffing, we will provide the pager number for access to the school building for morning drop-off.
- Students are to be dropped off at the lower-level entrance to the school.
- Parents must complete the *Extended Day Program Registration and Emergency Information* forms, if not done already. Additional forms are available on the school website, from the school office or *Extended Day Program* staff

After School Program

- After School Program is available 3:00 – 6:00 PM when school is in session. We meet in the school cafeteria following dismissal and use the gym, when available, and the playground, weather permitting.
- The Program will be closed due to: (a) problems with physical plant; (b) school closing due to weather; (c) emergency situations.
- Please use the lower-level door located in the back of the school to pick up your child from the Program. We use a pager system to notify staff members to open the locked lower level door. When you have registered your child for the Program you will receive the pager number and instructions.
- No medication will be administered during the After School Program.



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Fees and Payments

- **Payments are due weekly at pickup on the last day of the school week on which your child attends, in the exact amount as shown on the Attendance Schedule.** No invoice will be sent. Please make checks payable to "St. Louise de Marillac School".
- If your child attends the Program irregularly or on an as-needed basis, payment is expected when you pick up your child.
- The Before and After School Program FEE SCHEDULE is as follows:
 - \$8.00 per hour for one child
 - \$11.00 per hour for two children
 - \$13.00 per hour for three or more children
- A late fee of \$10.00 will be charged if payment is not received in a timely manner according to this schedule.
- Fees are charged strictly on an **hourly basis**. There will be a 5-minute leeway before being charged for the next hour; pick-up after that incurs payment for the next hour. For example, if you pick up your child between 3:00 and 4:00 PM, you will be charged for one hour. If you pick up your child any time between 4:05 and 5:00 PM, you will be charged for two hours. Pick-up anytime between 5:05 and 6:00 PM, you will be charged for three hours.
- Program Fee: There will be a one-time per school year Program Fee of \$10.00 per child to cover the cost of materials and equipment. Please send this payment by cash or check with your Extended Day Program Registration/Emergency Information form. *For students who attend on an infrequent basis, please pay the Program Fee on the first day your child attends the Program.*
- A \$25.00 fee will be charged for any check that is returned for non-sufficient funds (NSF). In the case of repeated NSF checks, we will require cash as payment for Program services provided.
- **After 6:10 PM**, an additional fee of **\$25.00 per child** will be charged. Consistently being late to pick up could cause your child to be dismissed from the Program.
- Lack of payment will cause your child to be dismissed from the Program.



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- If your child is absent on a scheduled day at the Program, due to illness, emergency, etc., you will not be charged. Please notify the Program staff that day via a written note or a call to the school office.

Behavior Expectations

1. The behavioral expectations for your child are the same as those listed in the “General Rules and Policies” and “Discipline Code” sections of the St. Louise de Marillac School Parent/Student Handbook. The students are expected to respect the staff, their fellow students, and the materials and environment provided.
2. **Disruptive behavior** and **behavior which demands an inappropriate amount of the staff’s attention** will be discussed with the child’s parents and may result in the student receiving an SDR (Student Discipline Report). An accumulation of three SDRs will cause dismissal from the Extended Day Program.
3. Students are expected to abide by the After School Program rules:
 - a. Students must remain in the After School Program area (cafeteria). A student must ask permission of a staff member to use the restroom or water fountains.
 - b. When the group plays outside (or in the gym), students must always stay with the group.
 - c. No running in the cafeteria (except for adult-organized games).
 - d. Students are expected to clean up after themselves.
 - e. The cafeteria kitchen area and the teachers’ lounge are off-limits to students.
 - f. Classrooms are off-limits unless for group activities with staff.
 - g. When in a classroom for a group activity, do not touch desk contents, shelf contents, or teachers’ desks.
 - h. Respect other students and their belongings, the staff, and the school; this means, for example:
 - *No rough physical behavior, such as hitting, kicking, punching, wrestling, biting, or fighting.*
 - *No rough verbal behavior, such as teasing, taunting, name-calling, or using foul language.*



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- *No destructive behavior toward the school building, school property, teachers' or fellow students' property.*

4. All items listed above are subject to change at the school administration's discretion.



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Agreement

1. I have read the above information and policies and agree to explain the behavioral expectations to my child.
2. I will complete and submit the REGISTRATION & EMERGENCY INFORMATION form.
3. I will complete and submit the After School Program MONTHLY ATTENDANCE SCHEDULE, provided each month.
4. I will sign the After School Program MONTHLY ATTENDANCE SCHEDULE when I pick up my child.
5. I will provide a nutritious snack for my child each day he/she attends the After School Program, and a lunch on Early Dismissal days. The After School Program does not provide snacks except when scheduled.

Student Name(s) _____

Student Signature(s) _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____