



EXTENDED CARE PROGRAM (ECP)

2011 – 2012

DIRECTOR: Denise Morelli

STAFF: Denise Morelli, Denise Spina, Nancy Peters, Nancy Gordon

ACCOUNT'S PAYABLE MANAGER: Finance Manager

The Extended Care Program (ECP) at St. Joseph Regional Catholic School provides a safe and enjoyable atmosphere for students whose parents cannot be at home in the hours immediately preceding or following the school day. The program includes time for relaxation, vigorous play, activities, and indoor and outdoor games. In the afternoon program, a snack and drink are provided. The older students are given the opportunity to do homework in a supervised setting.

ECP Admissions

Admission to the ECP is open to all students in **St. Joseph Preschool, St. Joseph Kindergarten**, and to **St. Joseph Regional Catholic School** students in Grades 1 – 5. Students in Grades 6 – 8 are admitted into the program with the understanding that the program is mainly geared to younger children. As a service, to parents, these students will be allowed to remain in the program if they choose to be helpful to the younger students, to follow the rules of the program, and to be respectful of its staff. The ECP is structured as a full-time program and is not meant to be used on an as-needed basis. Students must be registered in the program. No student, however, will be turned away in an emergency situation. Parents using the program as-needed will be expected to pay for the service when they pick up their children.

Schedule of Operation

The ECP is in session from 7:00-8:15 AM and from 2:45-5:00 PM. It operates in conjunction with the school calendar. If school is not in session, the ECP is not in session. On early release days, the ECP is open in the morning but there is no afternoon session. If there is a delayed opening (90 min), the morning program will begin at 8:30 AM. In stormy weather, the program closes at 4:00 PM. An attempt is made to notify parents by phone, but parents should be alert to weather conditions and should plan for an early pick-up when stormy weather is predicted.

Emergency Information

It is imperative that parents furnish emergency information to the ECP. A **minimum** of two contacts other than the parents are required. Without prior authorization from the parent, the child will **never** be released to anyone who is not on the contact list. Picture identification may be requested if the person picking up the child is not known to the staff. Restraining orders or relevant custodial decrees **must** be on file in the office if they are to be enforced.

Discipline

Extended care is a privilege, not a right. All students, regardless of age, are expected to obey rules and regulations in order to continue in the program. Parents agree to cooperate in insuring that their children behave appropriately. When children misbehave, they will be given reminders and time-out periods.

Parents will be notified when these measures do not work. Continued misbehaviors will warrant a conference between the parents and the program's director. The student may be suspended from the program temporarily or permanently if behavior does not improve.

Drop-off and Pick-up

The ECP has changed its location in the school. We will no longer be using the gym doors for drop off or the main door for pick up. Both drop off and pick up will take place at the doors at the far end of the lower level school yard. Please **DO NOT** drive your vehicle up the hill near the main entrance of the school due to safety issues. We have many delivery trucks, parents, visitors, and students who use the main entrance all day long. After dropping off or picking up your child, please leave through the school yard lot. Under no circumstances is a child to be left outside before an ECP staff member arrives. Any student dropped off before 8:15 AM will be charged the full morning rates. Fees will be charged starting at 3:00 PM for students from car line who are not picked up on time. It is very important that the emergency form is completed and brought on the same day that your child will be using the program. We do not have access to the main office and need this information in case of an emergency.

Fees

Registration Fee: \$25.00 per family – DUE AT THE TIME OF ENROLLMENT

<u>SESSION</u>	<u>DAILY</u>	<u>FULL-TIME</u>
Before School (1 child) 7:00-8:15 AM	\$5.00	\$23.00/week
Each additional child	\$4.50	\$20.50/week
After school (1 child) 2:45-4:15 PM	\$6.00	\$28.00/week
Each additional child	\$5.50	\$24.00/week
After school (1 child) 2:45-5:00 PM	\$10.50	\$50.50/week
Each additional child	\$9.50	\$42.50/week

Note: During the weeks prior to Christmas, ECP welcomes students into the program for a minimal charge, to allow parents to shop for the holidays. Students must be picked up by 5:00 P.M.

Late Pick-up Fee \$5.00 charged at the beginning of each 15 minute period

As-Needed Service \$5.00 per hour (Minimum fee \$5.00)

Returned Check Fee \$25.00 (Must be replaced with cash, a certified check, or money order.)

PAYMENT POLICY All payments may be paid weekly or monthly. In all cases, payment is due in advance.

For ECP registration forms, please go to www.sjracs.com and click on “Admissions>Admission Forms”.

*St. Joseph Preschool, St. Joseph Kindergarten, St. Joseph Regional Catholic School (SJACS) of Salem, N.H. and the Archdiocese of Manchester, N.H. reserve the right to make changes to these ECP policies if required from year to year.