# Notre Dame Elementary School Extended Care Program

### **Mission**

Notre Dame Elementary’s Extended Care Program was designed to meet the needs of its students (kindergarten - 6th grade) and their parents. The purpose of the program is to provide a child-centered, safe, stimulating, and happy environment, which allows children to interact freely with others. The philosophy of our program is “Homework First”. Homework will be completed before any recreation time is offered. Every effort will be made to assist children with their homework when possible, but ultimately**, it is the responsibility of the child and parent to be sure all homework is completed and checked each night.**

#### Registration

A non-refundable registration fee of $10.00 per child will be charged to your FACTS account for each student registered for extended care. This will be assessed yearly. A registration form must be filled out and returned to the office before this service can be used and the information recorded on it should be kept current. Please notify the office if there are any changes in business or personal information such as address or phone number during the school year.

Parents must send in an extended care usage form via email to [office@ndelementary.org](mailto:office@ndelementary.org) indicating the dates and times your child will be staying This usage form must be emailed to the office each Friday for services used the following week. If your chld will be If you need to have you child stay for extended care unexpectedly, please send a note or call the office.

#### Payment Policy

Full Time/Daily Use

The cost is $70.00 per week. Extended care services are paid via the FACTS SIS Family Portal.  Using this financial module, you will no longer have to send your child/ren into school with cash or a check to pay for extended care.  If you’re not familiar with it, Family Portal is a very handy tool that allows you to see your child’s grades, homework assignments, school announcements, resource documents, and many other important school-related items.

The process to access this is simple.  Log into the Notre Dame Elementary School Family Portal; you now see “Financial” as a link on the left menu.  By clicking on it, you see “Prepay Accounts” for extended care charges as well as “Balances”, which informs you of your tuition amount.  The prepay option allows you to add funds to your account via your checking/savings account or a credit card and as your child/ren uses extended care, the balance will decrease until the time when you replenish it. Extended care charges will be charged to your FACTS SIS account each Monday for services used the previous week.

Occasional/Weekly Use

Hourly Rate: $6 per hour for the first child, $3 per hour for each additional child. Occasional usage of extended care services is also paid via the FACTS SIS Family Portal.

#### Hours of Operation

During regular school days, the program will operate Monday through Friday from dismissal until 5:30 pm. There will be a strict policy regarding children being picked up by the closing time.

**EXTENDED CARE WILL NOT BE AVAILABLE ON DAYS WITH EARLY DISMISSAL. THIS INCLUDES BOTH SCHEDULED EARLY DISMISSALS AND DISMISSALS DUE TO WEATHER.**

#### Safety and Medical Concerns

In the event of an injury of any kind we notify parents immediately. Please be aware that our school nurse is **not** on campus during after-school hours. If a child is on medication, please let us know during registration or whenever this information changes.

If your child becomes sick during extended care, the parent or emergency contact will be notified and you will be expected to pick your child up immediately.

**Pick-Up**

When you enter the school parking lot to pick up your child from extended care, please call (570) 517-6815. We will met you at the breezeway entrance with your child. The staff must be notified in advance, in writing, if someone other than the parents or authorized person on the registration form will be picking up a child. No child will be allowed to leave with someone not authorized by the parent on the registration form. In case of a last minute change in child pickup arrangements, please call the extended care phone number (570) 517-6815.

## **Late Pick Up**

Parents may be assessed a $5.00 fee for every 15 minutes late beyond closing time. After the THIRD late pickup, a child may be expelled from the program. If your child has not been picked up by 6:00 and notification has not been given, one of the emergency contacts will be called to pick up your child. Once your child has been picked up by the emergency contact, and we are unable to contact you, a sign will be left on the breezeway door telling the name of the person who picked up your child and the Extended Care staff will leave.

## **Conduct & Discipline**

Students must follow the same rules of conduct as during the normal school hours. Please refer to the Student/Parent Handbook. In the event of serious problems, the staff members will refer the problem to the Principal, Sister Dorothy Kibler. We will make every effort to work out any issues with students before this referral. In the event of continued behavioral problems the student will be removed from the program with no refund.

The program expects that the child/children will:

* Remain with the group and staff at all times.
* Be responsible for his/her actions.
* Take care of materials and equipment properly and return them to their proper location when finished.
* Remain quiet during attendance, when a staff member is giving instructions, and during homework time.

#### Attire

Children will stay in their NDES uniform during extended care.

#### Personal Items

NDES will not be held responsible for any personal items brought into the program. (ie: phones, electronic games, ipods, etc.)

###### Snacks

Due to many dietary restrictions, extended care does not provide snacks. We have a designated snack time each day, so please provide a snack and drink for your child.

**Contact During Extended Care Hours**

Please call (570) 517-6815 if you need to communicate with the extended care staff during the extended care hours of operation of 2:30 – 5:30. We ask that you call this number upon arrival for pick up and we will bring your child out to you. Pick up is at the breezeway entrance.