

St. Ann Extended Care Program



*435 S. 6th Street
Emmaus, PA 18049
610-928-1015*



*Director
Mrs. Beth Shields*

PHILOSOPHY/GOALS

The St. Ann School Extended Care Program strives to provide a safe, structured, family-like atmosphere with varying activities including snack time, outdoor free play, organized games, art activities, supervised homework time, and many indoor activities.

ADMISSION POLICIES

Registered students of St. Ann School in Pre-S through grade eight are eligible to enroll in the Extended Care Program. Students must be registered and have all the completed paperwork on file in order to attend the Extended Care Program. Students may attend on a daily, weekly, or as needed ("Drop-in") basis as long as all registration requirements have been met. Fees are as listed below. Enrollment is limited due to staff and space constraints. Children are to follow all rules and regulations set forth by the Extended Care staff while in Extended Care. Misbehavior will be handled by the staff in an appropriate manner.

PROGRAM/FEES

Before School Care

Before School Care hours are 7:00 AM – 8:00 AM.

This time is usually a quiet, relaxing time for the children. Review for the day's tests, quiet reading and quiet games are the acceptable activities. **Breakfast is not provided. Children may bring breakfast with them. If school is delayed due to inclement weather, Before School Care will open two hours later at 9:00 AM.** If school is subsequently cancelled, a staff member from Before School Care will contact you to pick up your children. **Children must be picked up within an hour after the call.** Invoices will be posted to your Simple Tuitions Accounts (STS) on a weekly basis. **The cost per child is \$8.00 an hour. You will be billed in half hour increments.** Payment is due on a weekly basis. Please pay through STS or by sending in a check or cash to the office in the exact amount due. Please make checks payable to ' St. Ann School'. **Please note, if your Incidental STS Account is set to auto pay, your payment will be withdrawn automatically on the invoice due date.**

After School Care

After School Care hours are 3:00 – 6:00 PM for students in Full Day Pre-S/Pre-K – grade 8.

2:45 – 3:30 Students arrive and are signed in by an adult. A head count is taken for attendance purposes. At this time, they may change into play clothes and snack time will begin. **Due to the number of students with food**

allergies, children are to bring their own snack. Juice or water will be provided for all children. Refrigerators are available for children to store their snacks during the day.

3:30 – 4:00 Outside Play. In the event of inclement weather, the students will play in the gym.

4:00 – 4:30 Homework Time. Students will work on homework under the supervision of one of the staff members. It is the student's responsibility to acknowledge his/her assignments. Do not assume that your child has completed their homework in Extended Care. It is always best to check your child's homework each evening. Those students who do not have written homework will be given time to engage in other activities. As the children complete their homework, they may resume free play activities.

4:30 – 6:00 Free Play Time.

Late Pickup

Please contact us if you are going to be late due to an extenuating circumstance. A late fee of \$6.00 per each 15 minutes will be charged after 6:00 PM.

THE EXTENDED CARE PROGRAM IS NOT OPEN WHEN SCHOOL IS NOT IN SESSION. In the event of an early dismissal due to inclement weather, Extended Care will remain open for **1 hour** from the time of school being closed.

COMMUNICATION

Inquires may be sent to the Extended Care staff in the form of a note through the school office addressed to Extended Care. A message may also be left with the school office staff at 610-965-9220. During Extended Care hours of operation, you may reach the staff at: **610-928-1015**. Any subject requiring a lengthy discussion will require a private meeting to address those specific concerns.

DROP OFF AND PICK UP

Drop off for Before School Care will be at the School Cafeteria door. Ring the doorbell outside the door no earlier than 7:00 AM. Wait with your child until the door has been answered and your child has been admitted by a staff member.

Pick up for After School Care will be at the School Cafeteria door. Ring the doorbell outside the door. Once you are admitted, your child will

prepare to leave as you sign him/her out. Please wait at the door for your children as they get ready and leave in a quiet orderly manner as to avoid any disruption to other activities. All children must be signed out. Any persons picking up children must be designated on the Release Authorization section of the Registration Form. Persons may be asked to show identification when picking up children. **We must be notified if anyone other than persons listed on the Release Authorization form will be picking up your child.**

All children must be registered in the Extended Care Program and all paperwork must be complete in order to use the Extended Care Program at any time.

EXPECTATIONS

For the safety of all students the following rules will be enforced:

1. Walking inside, running outside only.
2. Indoor voices are used inside, loud voices are for outside.
3. Keep hands and feet to ourselves.
4. Respect the feelings of others.
5. Respect teachers, helpers, parents and each other.
6. Treat school property with respect and care.
7. Use manners at all times.
8. No inappropriate gestures or language.
9. No violent play or talk.
10. Always clean up after yourself.
11. Children are responsible for their own personal belongings.
12. Sign in when you arrive and let a staff member know when you leave.

"Time out" is the usual consequence for misbehavior in Extended Care. Children will be expected to apologize when necessary. Parents will be notified if their child's behavior becomes unruly or involves other children. Complete disregard for the above rules may result in expulsion from the program.

HEALTH AND SAFETY

Your child's health and welfare are very important. If your contact information changes, please send us any updates as soon as they occur. It is essential that we can reach you in the case of illness or emergency. If your child is ill, he/she may not remain at Extended Care. If your child requires any medication, including an inhaler, at Extended Care, a Permission to Dispense Medication form is required. All records are kept

confidential and will only be shared with those who have a legal right to know.

NUTRITION

Due to the numerous students with food allergies, the children will need to provide their own snack for the After School Care Program. We ask that you follow the wellness policy we have in place for the school and provide nutritious snacks for your children. Some suggestions are yogurt, popcorn, granola bars, pretzels, and fruit. A drink will be provided for all students.

CUSTODIAL ARRANGEMENTS

Copies of custodial papers or other documents relating to a parent's/relative's contact with a child should be provided when necessary. Only parents and their designates will be allowed to pick up a child from Extended Care. As this is a very sensitive subject, please arrange to discuss any problems with the coordinator or principal privately.

PAYMENT POLICY

The Extended Care Program is self supporting. In order for the Extended Care Program to remain sound financially, it is important that **fees be paid on time.**

The following will apply to all:

1. An invoice will be posted to your STS account each Monday. Fees will be paid on a weekly basis and are due by **Friday** each week.
2. A late pick-up fee of \$6.00 per every fifteen minutes after 6:00 PM will be charged.
3. **All accounts must be kept up to date.** Any account that is overdue by one month will require a conference with the Extended Care Coordinator which may result in your child/children being unable to continue in the program.

It is very important that you read and understand the Extended Care policies. Please contact us with any questions or clarifications needed. Thank you for entrusting us to care for your children in our Extended Care Program.

St. Ann School Extended Care Program



Sign and Return

**I have read and agree to be governed by the policies as stated
in
the St. Ann Extended Care Handbook.**

Student
Name/s _____
(please print)

Parent
Signature _____

Student Signature _____

Student Signature _____

Date _____

*The Extended Care Handbook can be found on the school
website under Parents -Policies and Forms*