

# St. John the Baptist School

## Extended Care Program



Handbook & Procedures  
Heather Hermes, Extended Care Coordinator

Contact:

[SJBextendedcare@gmail.com](mailto:SJBextendedcare@gmail.com)

(920)639-7775



The Extended Care (EC) program provides a safe and caring environment for students of St. John the Baptist Catholic School. It provides a safe, fun and affordable alternative to students going home to an empty house or needing transportation to other child care programs. All students in grades PK4 through 8 are eligible for attendance in the Extended Care program.

### *Schedule*

Extended Care:

Before School: 7:00-8:05am

After School: 2:55-6:00 Monday – Thursday

2:55-5:30 Friday

### *Charges*

All charges are logged in a timekeeping iPad app. Fees are charged to the minute so that you are only charged for the time your child is attending the program. Discounted fees are offered for families with multiple children attending the program. There is a yearly registration fee of \$25.00 per student or \$35.00 per family.

Fees are as follows:

First child: \$5.00/hour

Second child: \$4.00/hour

Third or any additional children: \$3.00/hour

### *Payments and Accounts*

We will be using a time clock iPad app to track student attendance and charges in the Extended Care program. One statement per family emailed for the previous week's charges.

All families are asked to keep a positive or zero balance in their account. Prompt payment on all negative balance accounts is expected. We reserve the right to deny program attendance for families with excessively negative accounts. Please make checks payable to GRACE.

## *Late Pick Up Fee*

The Extended Care program closes promptly at 6:00pm Monday-Thursday and 5:30pm on Fridays. In the event a child is picked up after the EC closing time, you will be assessed a Late Pick-Up fee of \$1/minute per child. We reserve the right to deny program attendance for families with habitually late pickups.

## *Policy for Unregistered Students*

Students who are not registered for the EC after school program, but are not picked up from school by 3:10 will be sent to the EC program. You will still be charged the regular hourly rate per child. After the third instance of late pick up/Extended Care attendance, you will also be charged the \$25.00/child registration fee.

## *Pick Up and Drop Off Procedures*

Students attending EC will be dropped off and picked up at door #2. Upon arrival at school, please call or text 920-639-7775. We will answer, then either meet you at the door to check your child in, or get your child ready to go and meet you at the door to check your child out. A parent or other appointed adult must check each child in/out of the program daily.

## *Check In/Check Out Procedures*

Safety is of the utmost importance in the Extended Care program. To ensure the safety of all our students, a parent, guardian or other appointed adult **must** be present to check their child into the program before school or out of the program after school. We will be using a time clock app to track attendance as well as authorize program pick up. Each student will be assigned a 4-digit code which will check them into or out of the program. Please keep your child's code private and only share it with people you have authorized to pick your child up from the program. A child will not be released from the program to someone who does not know their 4 digit code. **Knowledge of your child's 4-digit code will be considered consent/authorization to pick up.** Students in the program should not be told their code, as that may jeopardize the safety of the child.

## *Communication and Schedules*

It is very important that you communicate to the Extended Care staff when your child will be attending the program. The easiest way to communicate with all of our staff is through email – [SJBextendedcare@gmail.com](mailto:SJBextendedcare@gmail.com).

## *Extracurricular Activities*

Students who participate in after school extracurricular activities may attend EC upon the conclusion of their activity. **Students must first report to Extended Care and inform one of the program providers of the approximate time their activity will conclude.** Students will then be released to their activity, and should return promptly to EC following their activity. It is important we know where each student is and when to expect their return.

## *Weather-Related School Closings*

In the case of weather-related school closings, the Extended Care program will follow these guidelines:

- School Cancellations: Extended Care program cancelled
- 2 hour delay: Morning EC cancelled  
Afternoon EC operates as usual
- Early Release for Bad Weather: Afternoon EC cancelled
- In the event that after school events are cancelled due to bad weather, the EC program will close at 4:00pm. An email will be sent out to parents to alert you of this early closing.

## *Early Release Days*

Extended Care will be offered on early release days, unless the early release is directly before a holiday. The before school program will be offered as usual. EC will operate from the time of dismissal until 6:00 M-Th and 5:30 on Fridays. Hourly rates will remain the same on these days.

## *Snacks*

Students attending EC will not be allowed to bring their own snacks from home. An after school snack will be served around 4:00pm. All snacks will be accompanied by milk, juice or water. If your child has any food allergies, please be sure to discuss their needs with a member of the Extended Care Staff.

## *Allergies & Medications*

We will not have access to any medications stored in the office during Extended Care. If your child could need medication during their time in EC, please make sure to drop it off with a member of the EC staff prior to your child's attendance in the program (including Epi-Pens).

*We reserve the right to make any necessary changes.*