Revised policies and procedures due to COVID-19 for the 2022-2023 school year will be communicated via email.

Dear Extended Care Families,

In preparation for the 2022-2023 school year, please refer to the updated Extended Care Handbook and the following required forms:

- Emergency Medical Authorization Form (per child)
- Transportation form
- Extended Care Handbook Acknowledgement Form

Please complete and return the required forms with initial payment **no later than the first day of school**. Initial payment includes the fee schedule below and a one-time annual registration fee**. Registration fee is to be paid regardless if using Extended Care on a regular or as needed basis. You will also be required to buy a 10 or 20 hour sheet or your child will not be permitted in Extended Care.**

Children/hours = Care cost		Annual Registration	**Initial payment due**
1 child/10 hours =	$45.00	40.00	**$ 85.00**
1 child/20 hours =	$90.00	40.00	**$130.00**
2 children/10 hours =	$90.00	40.00	**$130.00**
2 children/20 hours =	$180.00	40.00	**$220.00**
3 children/10 hours =	$135.00	40.00	**$175.00**
3 children/20 hours =	$270.00	40.00	**$310.00**

Make checks payable to **ST. MARY EXTENDED CARE PROGRAM**.

Thank you, Shelly Maloney

401 North St. Chardon, Ohio 44024 Ph. 440.286.3590 Fax 440.285.2818
admin@stmaryschoolchardon.org

- All children must be signed in and out by the designated adult.

- You are required to pay the $40.00 non-refundable registration fee **and** purchase a 10hr or 20hr sheet, even if using Extended Care on an as needed basis.

- Please do not park at the end of the sidewalk by the playground. This is a Fire Lane and it is illegal to park there. Instead, please park in the parking lot.

- Once children have been dismissed and report to Extended Care, they will not be allowed to return to their classrooms or lockers.

- Children are not allowed to bring electronics to Extended Care, with exception of the school laptop for grades 4-8.

Thank you for your cooperation,

Shelly Maloney

ST. MARY EXTENDED CARE HANDBOOK

Revised July 2022

Revised policies and procedures due to COVID-19 for the 2022-2023 school year will be communicated via email.

ST. MARY EXTENDED CARE MISSION STATEMENT

The Extended Care Program of St. Mary School provides an alternative before and after school Catholic environment for children who attend St. Mary School. We endeavor to supplement the home environment by providing enriching educational and recreational activities in a safe, Christ-centered atmosphere.

PROGRAM GOAL

The goal of Extended Care (hereafter referred to as **EC**) is to provide a safe, affordable, and organized before and after school extended care program for families of St. Mary School. We strive to provide a developmentally appropriate curriculum which compliments the home and school by encouraging physical, social, emotional, and intellectual growth. Rules and good manners are enforced.
Families may use EC before school (morning), after school (evening), or both.

PROGRAM RESPONSIBILITIES

St. Mary's EC Program is not designed to take the place of the school or your home, rather it is meant to compliment both. Our program provides structured activities and free-time daily. The staff is committed to ensure the safety of all participants.
If you have any questions or concerns, please contact Shelly Maloney: 440 285-4986.

REGISTRATION AND FEES

Registration for St. Mary EC Program requires the following:

- An **annual registration fee** of $ 40.00 per family (used for snacks, crafts and supplies). This fee is non refundable.
- **10 or 20 hours of pre-paid care**
- Completion of an **Emergency Medical Authorization form**
- Completion of **Evening Extended Care Schedule**
- Completion of **Transportation Form**

The prepaid hourly rate is $ 4.50 per hour per child. **Charges are based on ½ hour increments**. Care time of 10 minutes will be charged as ½ hour and care time of 40 minutes will be charged as one (1) hour.

If children are not picked up by 6:00 PM, the following charges will be deducted from the payment record for that child**:**

6:05 - 6:15 - A one (1) hour fee
6:16 - 6:30 - A two (2) hour fee
6:30 - 6:45 - A three (3) hour fee etc.

A reminder will be sent when your child has five (5) or less hours of service remaining. Participant families will then be expected to remit payment for the additional amount of hours desired. Payments may be made directly to an EC instructor or through the school secretary. It is vitally important that your payment is timely. **Make all payments to St. Mary Extended Care Program.**

A late fee of 4.50 per day will be added to negative hours.
After (3) attempts have been made to notify parents that a child is out of time, **and if you owe EC for more than 5 hours, your child will not be permitted to attend the program, until the balance is paid in full.**

PARKING

When dropping off or picking up your child, please do not park at the end of the sidewalk by the playground. This is a Fire Lane. Please park in the West Parking Lot.

MORNING EXTENDED CARE (before school)

Morning EC hours are from **7:00 AM to 7:40/7:55 AM** and for PreK students as needed until 8:40AM/8:55AM.

The Morning EC **entrance is the cafeteria door** next to the playground equipment area on the southwest side of the school. **Parents (or their authorized designee) MUST escort children to the cafeteria and sign the daily attendance sheet.**

NOTE: Milk, juice and cereal are provided. If you wish to send in your child's favorite cereal, bowls and spoons will be provided. Please send such items in a Ziploc bag or small container.

EVENING EXTENDED CARE (after school)

Evening EC hours are from **3:00 PM to 6:00 PM**
In the interest of safety and accountability, following school dismissal, EC instructors will sign-in each child and take attendance for the day.
At 6:00 P.M. parents (or their authorized designee) must pick-up and sign-out their children. Children will not be released to anyone who is not specifically authorized/designated by parents.

Note: The school office closes at 3:30 PM The building will be locked and telephone calls will not be answered. You may **contact the EC instructors via cell phone at (440) 313-2521.**

No Child is permitted back to the classroom or locker after dismissal.

Snacks such as pretzels, goldfish crackers, popcorn, lemonade and water are provided. Parents may also send a snack with their child. **This snack needs to be nut-free.**

The **Evening EC pick-up location** is generally the school's **side cafeteria door,** located next to the playground area (drive around to the southwest side of the school to pick-up your child).

Please note the following:
Evening EC is outside from 3:15PM - 3:45PM- weather permitting.

There might be days when evening EC will not have access to the cafeteria. On those days, the children will be in a classroom. There will be a sign on the cafeteria door to notify you where EC is located. The walkie-talkie will also be hanging from the lower or upper hall entrance door.

It would be in your best interest to always use the school's south driveway to check and make sure the sign and walkie-talkies are not located at the lower or upper hall entrance door. This will avoid an unnecessary trip to the cafeteria.

PART-TIME OR AS-NEEDED EVENING EXTENDED CARE

If your child will be attending Evening EC on an "as-needed" basis, the following procedures apply:

- You must **send a note to your child's teacher** each day he/she will be attending Evening EC, or

- **Place a phone call to the school office** advising them your child will be attending Evening EC.

If a child attends Evening EC without a note or phone call, parents will be contacted using the phone numbers provided on the appropriate Emergency Medical Authorization form.

BEHAVIOR

Children are expected to cooperate with all EC instructors, follow the EC rules, and be considerate of others. They are expected to treat EC property, supplies, and the belongings of others respectfully. Disruptive behavior will not be tolerated. The following protocol will apply:

- If a child is disruptive, his/her parents will be notified in writing. A maximum of two (2) written warnings will be tolerated.
- A third incident will result in the child being expelled from EC for the remainder of the school year.
- In extreme cases, immediate expulsion will be considered.

HEALTH

Please inform the instructor of any health needs your child may have, including food allergies.
Please also inform the instructor if your child uses medication of any type.
NOTE: Our instructors are not permitted to administer any medication.

ACCIDENTS/MEDICAL TREATMENT

Note: Children will not be accepted into the EC program without an accompanying Emergency Medical Authorization form.

Authorization to provide medical assistance to children is assumed upon receipt of a signed copy of the Emergency Medical Authorization form. This form includes contact phone numbers used to notify parents should an accident occur and/or medical treatment is required. **Note: It is vital that you keep these numbers current during the school year.**

The following procedures will apply should an accident or injury occur:

- In case of a **minor injury**, EC Instructors will administer first aid to your child.

- In case of a **serious accident or medical emergency**, EC instructors will summon professional assistance, using the "911" system.

ACTIVITIES

EC activities include crafts, individual and group games, quiet time, homework and self- directed activities. All **activities are strictly voluntary**, but not mandatory. However, children will be encouraged to participate.

DRESS/ATTIRE

Normal school clothes are acceptable, but we ask that children wear rubber soled or tennis shoes during EC to prevent accidents. We also ask that girls attired in dresses, wear shorts underneath or change into pants immediately after school dismissal. Weather permitting, **outside activities** will likely take place and it is imperative that children come to school with **seasonally appropriate clothing**.

GENERAL RULES

1. Children must stay within the bounds of the school property.
2. Children must cooperate fully with instructors and adults at all times.
3. Children may not leave the room without given permission of an instructor.
4. Teasing, name calling, or inappropriate language will not be tolerated.
5. Bullying and/or hitting will not be tolerated.
6. EC property (including games and crafts) must be shared and used with safety and care.
7. School playground rules apply during EC activities.
8. Windows must only be opened and closed by instructors.
9. Lights must only be turned on and off by instructors.
10. A craft or creative project is personal property and must be treated with respect.
11. Carrying of audio visual equipment and furniture must only be accomplished by instructors or adults.
12. Children are not permitted to bring electronics to Extended Care, with the exception of school laptops for grades 4-8.
13. Any toy brought from home is the responsibility of the child **NOT EXTENDED CARE.**

SCHOOL CLOSING CALENDAR AND SNOW DAYS

EC will not convene on days that school is closed, i.e. holidays, snow days etc. Parents must make other arrangements for day care on these occasions.

Please refer to your St. Mary School Calendar for a list of planned school closings.

EXTENDED CARE PHONE NUMBERS

Extended Care*	**(440) 313-2521**
Shelly Maloney (cell)	**(440) 725 - 9611**
(home)	**(440) 285 - 4986**
St. Mary School Office	**(440) 286-3590**

*** Please note that the EC cell phone is monitored during the following hours:**

Mon - Fri	**7:00 AM - 9:00 AM**
Mon - Fri	**3:00 PM - 6:00 PM**

Otherwise you may leave a message via voice mail.

Thank you for your cooperation. We are looking forward to a great school year!

Sincerely,
Shelly Maloney and Staff