

Dear Parents,

The following material is presented as an “Ongoing Handbook” for the St. Aloysius Extension Program. We have tried to include all information considered important to your child’s safety and for the basic operation of the program, but we realize some things may have to be modified or changed. As the year progresses, you too, may have some ideas which should be included. We welcome your suggestions, as we all work together to make this a happy and worthwhile experience for both child and family.

Sincerely,

The Extension Program Staff

St. Aloysius School Office Telephone #383-3871
Extension Program Telephone #383-3871

John L. Bennett, Principal
Sharon Van Kerkhove, Extension Program Director
Jan Kleiner, Extension Program Director

THE ST. ALOYSIUS ELEMENTARY EXTENSION PROGRAM

Open 7:05 A.M. to 8:05 A.M. and 3:30 P.M. to 5:30 P.M. most school days, the Extension Program provides professional care, supervision and recreation activities. It serves working families who desire both parochial school education and supplementary day care in a Christian environment for children enrolled at St. Aloysius School.

The program strives to provide individual attention, security, consistency and fair treatment for children of working parents within a large family environment.

The Extension Program is staffed by experienced, credentialed Directors, and a number of devoted and committed group leaders. These people, employed on a full-time or part-time basis, work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others is realized.

Fees are the sole support of the St. Aloysius School Extension Program. It is not subsidized by the School or the Parish.

IMPORTANT PARENTAL RESPONSIBILITIES

Emergencies/Safety

With the children's safety and well being in mind, it is MOST important that the parent fill out an emergency card, and then adhere to the instructions given.

One of the most important regulations concerns the child leaving the premises of the Extension Program.

PARENTS OR GUARDIANS SHOULD NOT TAKE CHILDREN FROM THE SCHOOL YARD OR OTHER AREAS WITHOUT NOTIFYING THE EXTENSION STAFF AND SIGNING THE CHILD OUT.

PARENTS OR GUARDIANS SHOULD NOT SEND PERSONS WHOSE NAMES ARE NOT ON THE EMERGENCY CARD TO ASK FOR THE RELEASE OF CHILDREN. FOR THE CHILD'S SAFETY, THE RELEASE WILL NOT BE GRANTED.

Another area of concern, and also related to the child's welfare, is the matter of telephone messages.

PARENTS OR GUARDIANS MAY WISH TO TELEPHONE THE EXTENSION PROGRAM ASKING THAT THEIR CHILD BE DIRECTED TO GO VARIOUS PLACES AFTER SCHOOL. AS THERE IS ALWAYS A POSSIBILITY THAT A PERSON OTHER THAN A PARENT OR GUARDIAN MIGHT TELEPHONE, SUCH REQUESTS WILL NOT BE GRANTED.

Pick-Up

When picking up your child/children from extension please come to the Library to sign them out and have them called in to meet you. **DUE TO TRANSITION TIME BETWEEN 3:30 AND 3:50, WE ASK THAT YOU BEGIN PICK-UP AFTER 3:50.** If circumstances dictate the need to pick up your child before 3:50, please send them to **CARPOOL** that day. There can be no exceptions to this policy, so please do not ask.

Fees

As previously mentioned, the Program is entirely financed by a yearly fee, paid in nine monthly installments. Regular and prompt payment will assure the continuation of qualified personnel and the provision of ample supplies, equipment, and snacks.

The fee charged is payable in nine monthly installments each of which is due on the first school day of each month beginning in September. All payments should be turned in directly to the Extension Program. Please place your payment in the **payment box** when you come to sign out your child in the library. Payments will be accepted from 3:50-5:30 any weekday. Additionally, if your child is enrolled in morning extension a parent may give their payment to one of the morning extension counselors. We ask that all payments be made in a timely manner. While the overwhelming majority of parents have been faithful to their financial obligation, a few families have consistently failed to make timely payments. Any payment 5 days past due will be assessed a \$5.00 late fee. This late fee is expected to be included in your current monthly payment. Failure to include the late payment will result in action by the school administration.

If a parent or guardian fails to meet the Extension Program fee payment due on the first school day of each month, and does not make adequate arrangements with the Directors, the child/children will not be allowed to continue in the program.

A \$25.00 charge will be assessed for all returned checks.

Staff members are employed only until 5:30 P.M. It is only common courtesy to respect the time of closure.

A substantial fee will be assessed for late afternoon pick-ups. Students who are picked up late will be assessed \$1.00 for every minute past their pick up time of 4:30 or 5:30 depending on which program they are enrolled in. Parents who are habitually late when picking up their child who is enrolled in the 4:30 program will be asked to change to the 5:30 program. Parents who are habitually late when picking up their child from the 5:30 program will be asked to remove their child from the program if the late charges fail to encourage on-time pick up.

SPECIAL PROVISIONS AND PROCEDURES

Illness or Accident

In cases which appear to be of a minor nature, first aid will be administered on the premises. (Medication will not be administered by mouth unless both a written statement from a physician detailing method, amount, and time schedule, **AND** a written statement from parent authorizing the staff to assist a child in taking such medication.)

In cases which appear serious, the Program Director will make an effort to carry out the instructions as given on the Emergency Card.

Parents who do not wish their child to be treated in any way should indicate such on the Emergency Card, and should give directions to be followed in the space "Special Instructions".

Parents will be expected to make provisions for taking sick children home. The Extension Program does not have facilities for transportation of children. If the home does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Program staff will act according to their best judgment for the welfare of the child.

Homework

Each day a one hour homework period is scheduled for grades 2-6 with a Director/Group Leader available for assistance. It is the child's responsibility to acknowledge his/her assignment and then to use the resources available. It is also the child's responsibility to have supplies such as pencils, rulers, etc. as needed to complete assignments. The Extension Staff has no way of knowing what work, if

any, has been assigned to which students, therefore the homework period will be an optional activity for students.

EXPECTATIONS FOR CHILDREN'S BEHAVIOR

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. Students must never leave the building or grounds without explicit permission of the Staff from the Extension Program. Such permission will only be granted by order of the parent or guardian.

In order to maintain a professional atmosphere, we ask that all staff members be formally addressed as adults--that is, "Mr. Smith", "Mrs. Jones", or "Miss Andrews". Informal use of staff members' first names by students is inappropriate in the school setting.

Toys from Home

It is requested that children not bring toys from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the sharing atmosphere encouraged in our large family atmosphere.

Termination

Extension Program services to the family and/or an individual child may be terminated by the Director after consultation with the school principal. Such cancellation of services will be given one week's notice and for the following causes:

- abuse of program hours
- non-payment of extension program fees
- failure of the adult or child to respect the safety and rights of other individuals in the Extension Program