

ST. ROMAN PARISH SCHOOL
2018 ~ 2019 Guidelines for Extended School Care
3:00 PM to 5:30 PM (Grades K4-8)

1. Statement of Purpose: This service is designed to provide supervision and safety under a structured program of activities for our school-aged children while parents are at work.
2. Description: All program activities will take place in lower level rooms. The IMC will serve as the central location where students will meet at 3:00 PM, and be picked up from.

The Program will be held on all FULL SCHOOL DAYS and on EARLY RELEASE DAYS. However, **ONLY EARLY RELEASE DAY SERVICES** will be offered with a minimum of **10 registered students and Scheduled 1 week in advance.** *Registration in the After School Program is a **MUST AND SCHEDULES HAVE TO BE SUBMITTED** prior to the using the After School Program services.*

The program will be under the direction of the school principal; however, it will have paid staff members responsible for the program itself.

The program activities will vary from day to day, with opportunities for children to have a healthy after school snack, to have recess time to play, to have a quiet place to study or for reading, and to engage in-group planned activities.

Emergency calls (282-7970) may be made only if someone different than authorized person(s) will pick up child/children, or change in ESC attendance (Add-Ons, Cancellations, etc.). You may also email kdietenberger@stromans.com, or text **702-1563** for any other pertinent information. Any Emergency or calls **after 3:30 PM** you may call **702-1563**.

Parents will pick up their child/children at the west door of the lower level to the school building, near the convent garage, **ENTRANCE 4 after 3:30 PM**. Please use normal Drop off school entrance door located in parking lot before 3:30 PM.

3. Admission: Only children enrolled at St. Roman Parish School are eligible. Registrations are accepted on the basis of available space and number of supervisors. Special circumstances concerning this policy can be appealed to the St. Roman Parish School Advisory committee.
4. Scheduling:
 - Consistency is one key ingredient to the program's success. It is vital that a weekly planning sheet be submitted **BY THURSDAY** for the following week.
 - In the event that your child participates in any school-sponsored recreation (choir, student council, scouts, tutoring, sports, etc.) activities, your child may leave the ESC to participate and return to the program upon its completion. A signed permission slip from the parents stating the time he/she should leave and return to the program must be given to the staff.
5. Fee Rates, Policies, and Procedures:
 - A \$20.00 non-refundable registration fee is required for all families in the program.
 - The **NEW FEE RATES** for this service are as follows:

First Hour Minimum:	\$5.50	per child
15 Minutes Increments:	\$2.00	per child

Rates are based on the first full hour minimum, then the increments rounded off to the nearest quarter-hour. For example: 3:00 PM to 4:00 PM = 1 hour; 3:00 PM to 4:10 PM = 1 hour + 15 minutes.

- Each week an ESC usage planner will be sent home on Wednesday. Scheduled planner is expected by Thursday for the up-coming week.
- Late Pick-Up Penalty: There will be a late fee for pickup after 5:30 PM - *****\$1.00 for each minute*****
- ***All billings will be based on ACTUAL TIMES USED*** per week. Payments for scheduled time in ESC must be made the following week, based on the previous time used. Balances will be written on the WEEKLY PLANNER that is submitted in the Yellow Weekly Folder.
- All health form must be submitted and properly updated in the school office. Emergency Information Record forms filled out for the school will be used for this purpose.
- Per Archdiocese Guidelines, medicine may not be administered at After School Care.
- Children who become ill while at ESC will be isolated from the group and within sight and hearing of an adult while the parent/guardian is called to come for the child.
- First aid supplies will be on hand in the designated area at all times.
- The ESC staff will assume full responsibility for a child from the time he/she arrives at the designated room until dismissal time. Dismissal time is 5:30 PM or earlier upon parents' written permission. The child must sign in upon arrival and sign out with an authorized person upon departure.
 - a. If your child is given written parental permission to leave the ESC premises to participate in an extra-curricular activity and return upon the activities completion, the staff will NOT be responsible for you child during his/her absence.
 - b. If your child does not return to the program upon completion of the activity, staff members will contact the parents.

6. Insurance: St. Roman Parish School carries liability and property damage insurance.

7. Termination of Enrollment:

- Due to the fact that this program is self-sustaining, we ask that you submit the payment for ESC weekly balances by Friday of each week. If unpaid balances are **NOT** paid for more than **2 consecutive weeks, we have the right to withdraw any family from the program or not permit additional usage of the Aftercare Program to your child(ren) until balance is paid in full.**

If for any reason more time is needed to make a payment on account due to extenuating circumstances, please arrange with Mrs. Shawver to accommodate billing needs. A late payment of fees is highly discouraged and can be cause for dismissal from the program.

- Upon the discretion of the director and after reasonable effort on part of the program staff to integrate a child into the program, a child's participation may be terminated if that child is deemed chronically disruptive to the function of the program.
- Consistently picking up students after the 5:30 PM deadline is grounds for termination of participation in the program.

The Extended School Care is designed to be a self-supporting program. It is a program providing an optional service to those parents whom wish to place their child in a safe and supervised atmosphere until they are able to pick up their children. ESC is an extension of St Roman Parish School and all rules apply.

The program reserves the right to amend the guidelines for just cause. Parents will be promptly notified in writing if changes are made.