

EXTENDED CARE - POPE JOHN XXIII ELEMENTARY 2016-2017

Hours: 3:00-5:30 p.m.

Registration Fee - Nonrefundable \$10 per family due by May 25, 2016 - \$15 after May 29, 2016

The \$10 registration fee applies after May 25th for new families enrolled in the school.

Calendar

1. The program will follow the school calendar and be in session only when school is in session.
2. In case of an emergency school closing due to weather or mechanical break down, the program will be open until 5:30 p.m. if at all possible.

Fee Structure

1. Rate is per child enrolled and participating
2. Rate is per hour – full and regular part-time hours are figured by the ¼ hour and totaled at the end of the week
3. Regular rate – 1-15 hours - \$2/hour
15 ½ -30 hours -- \$1.80/hour (each additional) 30 ½ hours – 45 hours -- \$1.50/hour (each additional)
Minimum daily charge -- \$2 (pro-rated by the half hour)
4. Penalty rate – any time after 5:30 p.m., \$1 per minute **may** be charged
5. Regular payments are expected and required – monthly statements will be sent home the first Monday of the month if there is a balance – please pay promptly
6. Guest policy – if your child has a guest, registered or non-registered, the rate is \$2 per hour.
7. A \$10 penalty will be charged for any check that is returned.
8. **** IF ALL FEES ARE NOT PAID IN FULL BY THE END OF THE SCHOOL YEAR, REPORT CARDS WILL NOT BE GIVEN OUT.**

Discipline

All school rules and behavior standards in the school handbook apply to Extended Care.

The following steps will be taken in dealing with consistent misbehavior.

1. The child will be given a verbal warning concerning her/his behavior by the extended care supervisor.
2. The child will be sent to the principal.
3. Depending on the circumstance and frequency, the parent may be called or a discipline paper will be sent home for the parent to sign and return.
4. After 3 occurrences, the child may incur losing the **privilege** of being in Extended Care.

Pick Up

1. Parents are responsible for picking up their children by 5:30 p.m.
2. ****Parents must record time and sign out their children when they are picked up. STUDENTS MAY NOT SIGN THEMSELVES OUT. NOT SIGNING OUT YOUR CHILD AND NOT RECORDING THE TIME OF SIGNING OUT MAY RESULT IN BEING CHARGED FOR A FULL DAY.**
3. We **MUST** have a note or phone call from parents when someone other than the parent is to pick up the child. **NO** exceptions.

Reminder

- No electronic/hand held devices are permitted in Extended Care.
- Children should come with the necessary supplies for doing homework (pencils, pens, paper, erasers, etc.).

Grades 4, 5 & 6

- Homework will be supervised.
- Assistance will be provided upon request, however, students and parents remain responsible for correcting and completing homework.

****REACH MS. CATHY DURING EXTENDED CARE HOURS AT 701-1382.**

Application Received _____
Deposit Received _____

POPE JOHN EXTENDED CARE - REGISTRATION 2016-2017

Family Name _____ **Home Phone** _____
Home Address _____

Child _____ Birthdate _____ Grade _____

Child _____ Birthdate _____ Grade _____

Child _____ Birthdate _____ Grade _____

Father's Name _____ Work Phone _____
Employer _____ Cell Phone _____

Normal Hours of Work _____

Mother's Name _____ Work Phone _____
Employer _____ Cell Phone _____

Normal Hours of Work _____

List any health problems (including allergies): _____

Emergency contact if parents cannot be reached:

Name _____ Phone _____
Address _____ Relationship _____

Name _____ Phone _____
Address _____ Relationship _____

Check days your child/children will attend:

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Drop In _____

Who will most generally pick up your child/children at the end of the day?

Name _____ Phone _____
Cell Phone _____

Is there anyone who may NOT pick up your child/children? YES/NO

If yes – Name _____

I have read the Pope John Extended Care Policy and agree to the terms listed. I understand that my child/children will be playing on the playground equipment and/or taking walks on the school property.

Parent Signature _____ Date _____