



*Preschool
Extended Care
Handbook*

2015-2016

Preschool Extended Care

INTRODUCTION

St. Margaret Mary Preschool offers an after school care program known as Preschool Extended Care. Under the auspices of the Preschool Director, the program in its most basic form, assures proper supervision to participating students.

MISSION

The Preschool Extended Care Program serves to support St. Margaret Mary Preschool families with the care and protection of their children. The Preschool Extended Care Program is an extension of our school day. The philosophy and policies which govern the school day will also be followed in the extended care program. Only families enrolled at St. Margaret Mary Preschool may participate in the extended care program.

The Preschool extended Care Program is staffed primarily by Preschool personnel. Preschool Extended Care is available from 12:00pm to 2:30pm. The students have lunch from 12:00pm-12:45pm and have quiet rest time from 12:45pm-2:30pm.

LUNCH

Each child is to provide their own lunch. Lunch can be brought from home or purchase through the HAPPY LUNCH CATERING program.

On St. Margaret Mary School Minimum days, Lunch must be brought from home. There is NO HAPPY LUNCH on minimum days.

LUNCHES must be NUT FREE.

Each child must purchase a ROLLEE POLLEE nap blanket for quiet rest time. See Mrs. Bahna to purchase a ROLLEE POLLEE.

PLEASE BE ADVISED

If parent/guardian does not follow through with payment agreement, the NEXT time child/children attend Extended Care, their emergency release form will be used to call parent/guardian or anyone else listed on card to pick child up and will also be charged for time spent at Extended Care that day. A child/children will not be allowed to stay in Extended Care if amount due is more than 90 days in arrears. Parents will be called to come and pick up their child/children. If parent refuses request then this could be reported to Child Protective Services.

Preschool extended care is NOT available on the day beginning Christmas vacation and the last day of school. We strive to serve both the needs of our students and their parents.

ENROLLMENT

Every family that makes use of the Preschool Extended Care Program, whether on a regular basis or one time only, must fill out and return registration forms accompanied with payment of a registration/material fee of \$15.00 per family. Checks should be made payable to St. Margaret Mary School. This fee is non-refundable.

FEES

Regular/drop-in

Families who plan to use the program will be billed hourly.

Extended care tuition is due and payable within five (5) days of billing. If payment is not received within five (5) days of billing, it will be considered late and a \$20.00 late fee will be added to your account. Also, your child may be dropped from the program. A fee of \$20.00 will be charged on all returned checks and may jeopardize your child's space in the program.

- The hourly rate for registered students is \$5 per hour and \$10 an hour if not registered.
- A late charge of \$2.00 per minute will be charged after 2:30 p.m.

All Emergency and Dismissal forms must be completed.

HOLIDAYS

Preschool Extended Care operates only on days when children are in school. Please remember to send your child with a lunch if they will be using the program on minimum days. The only two exceptions to this are the minimum day before Christmas vacation begins and the last day of school. There will be no Extended Care on these two days.

RESPONSIBILITIES

PARENTS

Your child's safety and well-being is our main concern. It is important that you fill out an emergency release form and adhere to the instructions given. Please include both parents on the dismissal form.

1. Parents or guardians must not take children from the classroom without notifying the Extended Care staff and signing the child out, including name and time.
2. Our staff will not permit children to leave the classroom unless accompanied by a parent, guardian, or person who is on the dismissal form. For your child's safety, telephone and email requests will not be granted.
3. No student may be in the parking lot, on the field, playground, or picnic tables without an adult.
4. **PARENTS NEED TO REMEMBER TO SIGN THEIR NAME AND NOTATE THE PICK UP TIME WHEN SIGNING OUT THEIR CHILD.**
5. If Pick up time is not noted we will assume it was 2:30pm and will be billed accordingly.

HEALTH AND SAFETY

ILLNESS

If a student becomes ill while in the care of Extended Care, it is the parent's responsibility to pick the child up as soon as possible. Please make sure the extended care is notified of any changes to telephone numbers.

MEDICATION

Preschool Extended Care will only administer Epi-Pens and Inhalers for allergies and asthma. All medication must be labeled with your child's full name and a note from the doctor and from the parent/guardian must accompany each medication with instructions of time and dosage.

Any special needs must be brought to the Director's attention both verbally and in a detailed written form, with instructions on what to do in the event of a problem. Please specify **ANY FOOD ALLERGIES**.

All prescription or over-the-counter medications besides Epi-Pens and Inhalers must be given by the parents.

UNDER NO CIRCUMSTANCES WILL THE SCHOOL PERSONNEL ATTEMPT TO MAKE A DIAGNOSIS OR ADMINISTER MEDICATIONS WITHOUT PROPER AUTHORITY.

INJURY

If a student is injured while in the care of Preschool Extended Care and it is deemed minor, first aid will be given on the premises. Parents will be informed of all first aid treatment. In cases which appear serious, the program director or staff in charge will make every effort to carry out the instructions as given on the emergency card.

ALL DISCIPLINE POLICIES OF THE SCHOOL APPLY TO THE EXTENDED CARE PROGRAM.

Behavior is a choice. Part of education and growing up is learning to make the right choices. Each student is a representative of the family and school 24/7.

Parent Signature Page

I have read the Extended Care Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent signature Date

Parent signature Date

Please sign and return to the Preschool Director, Mrs. Bahna.