

Extended Care Handbook



St. Joseph School



St. Joseph Extended Care Staff

Director

Ms. Cooney

Billing

Mrs. Polivka

Before School

7:00 a.m. – 7:55 a.m.

After School

Kathi Sinclair

3:10 p.m. – 6:00 p.m.
414-659-2998

Extended Care Phone Number: (414) 771- 5577 x139

Fees

Before school: \$5.00 for any portion of time between 7:00-7:55 a.m.
K3 – K4: \$5.00/hour 11:00 a.m. – 3:10 p.m.
K3-8th grade: \$5.00/hour from 3:00 p.m. - 6:00 p.m.
There is a 20% multiple children discount.

Registration – K3 and K4

If you are planning on using the Extended Care Program for K3 and K4 from 11:00 a.m. – 3:00 p.m. you must call the school office **1 day in advance** to reserve a spot.

If you have any questions or concerns with the information in this packet, please feel free to contact Ms. Cooney at (414) 771-5577 x120.



Eligibility for Extended Care

The children who are enrolled in St. Joseph School K3-8th grade are eligible to use the Extended Care Program. The Extended Care Program will only be available on school days and on days when we have a ½ day of school.

Disciplinary Policy

The disciplinary policy as described in the St. Joseph School parent handbook will be the basis for the discipline in Extended Care.

Security

The Extended Care Program is located at the far north end of the school building across from the K3 classroom. The door near the upper playground will be the only access to the Extended Care Program. To gain access to the Extended Care Program, please ring the doorbell and a staff member will let you in.

Extended Care Facility

St. Joseph School has an Extended Care facility equipped with age-appropriate furniture and materials and safe outdoor/indoor play equipment. The facility provides care for all children before school from 7:00-7:55 a.m., for K3 & K4 from 11:00 a.m.- 6:00 p.m., and grades K5-8 from 3:10 p.m.- 6:00 p.m.

Extended Care is only open on days when school is in session and will be available on Early Release Days. If school closes unexpectedly during the day for any reason (e.g. snow storm), you will need to pick up your child.

The children who take advantage of the Extended Care facility experience the benefits of an “extended family” with the additional stimulation for learning and recreation provided by their peers in this setting. When children have an opportunity to be friends with others of different ages, their horizon of experience is greatly increased and their acquaintance with the student personnel in the school is expanded.

Extended Care Curriculum

The Extended Care reinforces the school's philosophy of teaching Christian values. The curriculum provides a balance of structured and non-structured activities for the children. Fun learning activities are balanced with free play activities.

Study Time

Students will be provided with a study area to work on homework. Parents and students, not Extended Care staff, are responsible for ensuring homework is complete and done correctly.

Fees

Registration Fee

An annual registration fee of \$35.00 is required of any family using the Extended Care Program.

Before and After School Fees

Before school: \$5.00 for any portion of time between 7:00-7:55 a.m.

K3 & K4: \$5.00/hour after school from 11:00 a.m. - 3:10 p.m.

K3-8th grade: \$5.00/hour from 3:10 p.m. - 6:00 p.m.

There is a 20% multiple children discount.

Snack Fee

K3 & K4 early afternoon program and after school program include a snack and juice time. The snack and juice are provided by Extended Care. There is a snack fee of \$1.00/child/day and will be included in your monthly bill. We ask that children do not bring their own snacks from home. K3 – 8 students that attend the 3:00 p.m. – 6:00p.m. Extended Care session will be charge a snack fee of \$1.00/child/day.

Late Pick-up

If you realize you will be late, please arrange for your child to be picked up by the designated person on your registration form. When this happens, please call Extended Care to inform the staff who will be picking up your child. For security reasons, that person will be required to show a photo I.D. The phone number is (414) 771-5577 x137. You may also call the cell phones listed in this handbook.

Payment

Statements will be sent home once a month by the 10th of the month. Checks must be made out to St. Joseph School Extended Care. Payments must be made within ten(10)days of receiving the bill. A late fee of \$10 will be added to bills that are paid after the due date. St. Joseph Catholic School reserves the right to limit participation in the program should payment be delinquent for a period of two or more months.

Supply List

Just as classrooms have supply lists, Extended Care has one also. This supply list is included in this handbook. Please purchase the supplies on the list before your child begins our Extended Care Program. **Each child** in the family must bring the items on the supply list.

Lunch

The Extended Care K3 & K4 children will eat their lunches in the school cafeteria. Each child is asked to bring a cold lunch and drink. We ask that you send food that is easy for your child to eat.

Naps

The Extended Care provides a “quiet time” for the K3 & K4 children to rest. Please provide a mat for rest time.

Illness

If your child is sick and will not be attending school, notify the school office of your child’s absence and remind the office that your child will not be attending Extended Care. If your child becomes ill during the time he/she is in Extended Care, you will be notified. **You are expected to pick up your child when you receive this notification.** It is very difficult for a child who is sick to continue to be in Extended Care.

Medication, Allergies, and Injuries

On occasion, it may be necessary for the Extended Care staff to administer medication to a child. The parent needs to complete a Medication Consent Form that remains on file in Extended Care. It is important to let us know of any allergies your child has. If your child is injured in the course of an Extended Care day, you will be notified.

**No child will be allowed to be unsupervised after school.
They must be enrolled in the Extended Care Program.**