

Extended Care Handbook



St. Joseph Catholic School 2020-2021



St. Joseph Extended Care Staff

Director

Ms. Cooney

Billing

Barb Laubusch

Before School

7:00 a.m. – 7:55 a.m.
Cathy Rakers
Cell: 262-271-4117

After School

3:10 p.m. – 6:00 p.m.
Kathi Sinclair
Cell: 414-659-2998
Emily Sinclair
Tony Ybarra

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

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.



Extended Care Facility

St. Joseph School Extended Care Program is located at the far north end of the school building across from the K3 classroom. It is equipped with age-appropriate furniture and materials and safe outdoor/indoor play equipment. The Extended Care Program 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. Older students will be provided with a study area to work on homework.

Health and Safety Plan – NEW

All students **MUST WEAR A MASK** while attending Extended Care. Masks may only be removed for short periods while eating or drinking, or while outdoors at least 6 feet apart. All *before* school students will be in the Extended Care classroom in one group. The students in the *after* school Extended Care program will be divided into small groups or cohorts. The students in each cohort will be assigned to a specific classroom for after school care. All of the after school students will be in the same cohort in the Extended Care classroom starting at 5:00 p.m. due to the small size of the group.

- All students will have their temperature taken upon arrival. They will sanitize their hands every time they enter or leave the classroom, before and after playing outdoors, and before and after playing at each activity station or with toys. The youngest students will have stations of activities around the classroom, toys to play with, as well as a seat at a table. Older students will be assigned a seat at a table or desk for completing homework or reading a book after school. Parents and students, not Extended Care staff, are responsible for ensuring that homework is complete and done correctly.
- Cell phones may **NOT** be used in Extended Care and must be turned into the supervisor for that classroom upon arrival each day.
- Students will be placed at tables or desks 3-6 feet apart in classrooms. If they are seated with their own family members as a group, then the chairs may be closer than 3 feet. Toys will be sanitized frequently, and additional cleaning of tables and desks and frequent hand sanitizing will be done in accordance with the St. Joseph School policies and procedures.
- If a child or staff member in the Extended Care program tests positive for Covid-19 then the Extended Care participants will be notified according to current St. Joseph School policy.

Drop Off and Pick Up Procedures

Drop Off

- Each child will have their temperature taken upon arrival to Extended Care both before and after school. If a child displays a fever of 100.4 degrees or higher, or other symptoms of illness, that child will not be allowed to attend school or Extended Care that day.
- If this happens at drop off before school, then the parents are responsible for calling the school office to report the child's absence from school. If it happens after school, the child will be sent to the school health room and the parents will be contacted to pick up within 30 minutes, per school policy.

Pick Up

- At this time, we are requesting that no parents enter the building except those with children in K3, K4 or K5. Exceptions will be made by the Extended Care staff on an individual basis. Any adult entering the building will need to have their temperature taken before entering.

Late Pick Up

- If you will be later than expected to pick up your child, please call the afternoon Extended Care supervisor Kathi Sinclair at (414) 659-2998. If the school closes unexpectedly during the day for any reason, you will need to pick up your child immediately. If you pick up your child/ren later than 6:00 p.m. a late fee of \$5.25 will be charged.

Registration Fees

An annual registration fee of \$40.00 is required of any family using the Extended Care program.

Before and After School Fees

Before school: \$5.25 for any portion of time between 7:00-7:55 a.m.

K3-8th grade: \$5.25/hour from 3:10 p.m. - 6:00 p.m.

There is a 20% multiple children discount.

Supply Fee

Rather than having students bring in the supplies specified on an Extended Care supply list, there is a supply fee of \$20 per child. All students who attend Extended Care are assigned this fee. The fee allows for more flexibility in purchasing the necessary quantities and types of supplies needed for children who attend Extended Care.

Snack Fee

K3-8 Extended Care students will be charged a snack fee of \$1.00/child/day for snack and milk. This fee will be included in your monthly bill. During the first quarter of the year all snacks will be pre-packaged individual servings. Students may bring their own snacks if preferred.

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. **If bills are not paid, students will not be allowed to return to Extended Care.**

Disciplinary Policy

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

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.**