

# ST. JOHN - SACRED HEART SCHOOL EXTENDED CARE PROGRAM

## POLICIES AND PROCEDURES

**PROGRAM:** The Extended Care Program of St. John - Sacred Heart School:

- is consistent with the philosophy of the school
- follows a routine consistent with the normal school day
- operates from:
  - 6:00 a.m. to 6:00 p.m., dependent upon registrations
- is open to all registered students of SJSH School
- operates only on school days and only when students have been signed up to attend (If none sign up for a given day, the program will not operate and emergency drop-ins cannot be accepted)
- will not operate if the school closes for inclement weather
- requires parents to fill out a monthly calendar indicating the dates and times when supervision is required
- will allow occasional users or emergency drop-ins
- will require that all users, regular or occasional complete a registration/agreement form

**FEES:** The cost of the service will be \$4.00 per child per hour with a one hour minimum charge.  
Students will be billed \$2.00 for any fraction of a half hour that they are in the program after the one hour minimum.

**PAYMENTS:** Parents will be billed on a monthly basis with a due date of one week from billing. A late fee of \$5.00 will be added on a monthly basis.

**SIGN OUT:** Children must be signed out of Extended Care when they are picked up. Only those identified on the Registration/Agreement Form will be allowed to pick up the child unless notified by a parent of a change.