

Welcome to St. Ann Extended Care! This program offers quality, affordable child care for the students of St. Ann School.

The program offers breakfast (for \$1), an after school snack, and a variety of activities. A homework room is provided for grades 1-8. Other activities include the use of the gym, art projects, video games, outside recreation, board games, etc. Monthly newsletters are provided to keep you informed of E-Care and school news.

If additional information is needed, direct inquiries to: Karen Otts or Carol Caesar at 382-3370, between the hours of noon until 6:00 p.m. or e-mail, karen.otts@stann.cdom.org or carol.caesar@stann.cdom.org.

PRE-ENROLLMENT

A pre-enrollment visit is required of all parents of new enrollees. Parents are welcome to come observe and ask questions at any time to make sure this is the right place for your child.

REGISTRATION

A \$25 nonrefundable registration fee per child is required to guarantee placement for the 2010-2011 school year. Placement is guaranteed for those who register by NOON on Orientation Day.

PROGRAM HOURS

Morning Care is 6:30-7:30 a.m. After Care begins at dismissal and ends at 6:00 p.m. E-Care is also offered on half days and most school holidays.

ENROLLMENT STATUS

Full Time enrollment is 5 days a week, every week, before and after school. **Fees are due EVERY MONDAY, and, like school tuition, are due regardless of attendance.** There are no hourly rates and weeks are never prorated because of holidays, snow closings, power outages, illness or absence. By choosing Full Time enrollment, you agree to pay for every week of the school year, including holiday weeks when your child does not attend. **You are allowed a ONE WEEK VACATION when your child is absent for ONE week Monday through Friday.**

Drop In enrollment is for those who only need care occasionally, for emergencies, half days, and holidays. **Drop In enrollees may not attend more than 3 days a week**, unless prearranged. Also, you may sign up just for Morning Care. **Drop In payments are due on the day of attendance or in**

advance. Morning Care payments are due on Monday for that week's care.

FEES

FULL TIME **\$50 weekly (5 days a week, before & after school)**
Half Day *Add. \$5*
Holiday *Add. \$10*

DROP IN **Occasional attendance; not to exceed 3 days a week, unless prearranged.**
\$15 per day after care
\$20 per day for half day dismissal
\$30 per day for holiday

MORNING CARE **\$5 per morning**
\$30 **returned check fee**
\$25 **late payment fee, each week full payment is not received**
\$5 **failure to sign child out fee**

If Full Time payments are not received by NOON WEDNESDAY, and if Drop In and Morning Care payments are not received the week of attendance, a \$25 late payment fee will be added to your account. Monthly payments are acceptable, but must be made at the FIRST of the month (i.e. Sept. 1 for September). All checks or money orders should be made payable to St. Ann E-Care, and put in our payment box on the sign out table. Please write what week/day you are paying for in the "memo" section. Credit card payments may be made to Lynn Stricklen in the parish office. A 2% service fee will be added to credit card payments. You must make a copy of the charge and put it in our payment box as you would a check payment.

Report cards will be held for nonpayment of fees. **NONPAYMENT OF FEES FOR MORE THAN TWO WEEKS IS GROUNDS FOR REMOVAL FROM THE PROGRAM.** Children who are removed from the program because of nonpayment will be sent to the school office if not picked up at dismissal.

LATE PICK UPS

Late parents will be charged a \$1 PER MINUTE PER CHILD late fee, which will increase \$1 on each subsequent late pick up and will be added to weekly fees. The intent of this fee is to encourage on time pick ups. While we understand

that emergencies do arise, those who are habitually late will be asked to leave the program.

E-CARE HOLIDAYS

Even though your child is registered for E-Care, you **MUST** put your child's name on the list to attend each half day or holiday. If your child is not on the list, they cannot attend that day. **The holiday sign-up book is on the sign-out table every day and contains a list for every half day and holiday of the school year.** The deadline to sign-up or remove your child from the list is ONE WEEK prior to the half day or holiday (one week before the first day of Christmas holidays and Spring Break). You WILL BE CHARGED the extra fee if you sign your child up to attend, even if they do not attend. If your child is not signed up to attend a half day or holiday, and they attend anyway, you will be charged the Drop In fee, in addition to the regular extra fee for that day (an extra \$40). We have sign-ups so we can staff adequately and purchase supplies for these days. Only sign your child up if you KNOW they will attend, not "just in case."

Below is a list of E-Care holidays. Please be aware that all days are subject to change. Since we are a shared space program, it may be necessary for us to be closed if school or church events are added which will severely limit the amount of space available for our use. Any changes will be in the monthly newsletters.

Sept. 6 Labor Day
Sept. 17 Parent/Teacher Conferences- NO afternoon care
Oct. 8- St. Vincent sale
Nov. 24-26 Thanksgiving
Dec. 20-24 Christmas
Dec. 31 New Year's
Jan. 17 MLK, Jr.
Feb. 4-NO afternoon care
Mar. 4- NO afternoon care
March 18-St. Vincent sale
April 22 Good Friday

INCLEMENT WEATHER/POWER OUTAGE

In case of inclement weather, E-Care closes in conjunction with the school, which closes with the Catholic Diocese. If school is in session and is dismissed early OR if the school is closed, E-Care will be closed. Please watch the news and check your e-mail for an announcement of closure.

In case of power outage before the start of E-Care, we will not open. In the event of power outage while E-Care is operating, we will close if determined that

the outage will be for an extended period of time.

MORNING CARE ARRIVAL and PICKUP

For Morning Care arrival, park in a designated parking space, and walk with your child to the cafeteria door. Do not pull up and drop your child off! It is for your child's safety that we ask you to walk with them and make sure they go inside the building. For pickup, park in a designated parking space. Do NOT park in the "No Parking" zone in front of the gates, or in the circle. Also, do not park in the handicapped spaces unless you have a permit! We have parents and grandparents that have permits to park in the handicap spaces.

PICK-UP PROCEDURES

Upon arrival, go to the sign-out table. DOE regulations state that EVERY parent MUST sign their child out. When you sign your child out you are taking responsibility for them from us, and your signature is our record of who picked your child up and at what time. There is a \$5 failure to sign-out fee for anyone who does not sign their child out.

Only people authorized on the registration forms will be allowed to sign children out. We will NOT release a child to anyone, including family members, who is not on your list. You MUST send us a note or call us, NOT the school office, to tell us someone not on your list will be picking up your child. Please advise anyone picking your child up for the first time that they will be asked for ID. Please do not be offended if you are asked for ID several times or if you are asked to sign your child out, because your child's safety comes first. At no time will a child be allowed to walk home, to the library, etc. from E-Care. Children are not allowed to go to the gym, field, etc. to wait for a practice, meeting, etc.

ATTENDANCE

We expect all children to come to E-Care as soon as school is dismissed. If your child will not be attending E-Care or will be late, you must call us or send a note. If your child does not sign in with us, then we assume they were either absent from school or were a car rider that day. **Your child is not the responsibility of E-Care until they have signed in with us.** If your child stays after school with a teacher, they must bring us a note from the teacher immediately after dismissal. Send a note, e-mail or call us if you give your child permission to walk to the library, go home with a friend, etc. Your child may not come to E-Care to use the phone to ask you for permission to walk to the library, etc. Once your child arrives at E-Care they may not leave without being signed out by an adult. If your child walks to the library, bowling alley, etc., they may not come to E-Care later in the afternoon to sign in with us.

EXTRACURRICULAR ACTIVITY SIGN-OUT

Parents must sign a permission form provided by E-Care or send a note for children who will be leaving for ANY extracurricular activity. Children will only be released to the designated adult for that activity. It is MANDATORY for the designated adult to sign your child out and assume responsibility for them. It is the responsibility of the parent to ask the adult to sign your child out.

MEALS

Breakfast will be available on school mornings for \$1. Breakfast will consist of one choice of cereal, PopTarts, or doughnuts, etc. with a choice of milk or juice. Breakfast is provided on school holidays for no extra charge.

Children have a variety of snacks to choose from each afternoon. Snacks from home are not permitted unless there is a medical condition which requires special food. If your child has food allergies, let us know so we can monitor what your child chooses for snack.

Lunch is NOT provided on half days or holidays. Send a lunch that includes a sandwich, or other nutritious food, not junk food. Do not send food that must be heated. Any drink is acceptable, but do not send drinks in glass bottles! We will call parents of those who arrive without a lunch. It will be YOUR responsibility to either bring them a lunch or come get them for lunch.

CURRICULUM and HOMEWORK TIME

Children in grades 1-8 have a mandatory 45 minute homework room time Monday-Thursday. All children should bring a book or something else constructive to do if they finish their homework before homework room time is over. All children are expected to work on homework at E-Care and to behave in the homework room so other children can concentrate on their work.

Children must bring their own homework room supplies, such as paper, pencils, pens, etc. When children leave their classroom in the afternoon to come to E-Care, they should take everything with them that is needed to complete their homework. NO ONE is allowed to return to their classroom for books, pencils, etc. after arriving at E-Care. We are not permitted to use our keys to let a child into a classroom after school hours. If your child has left something extremely important in a classroom, YOU, not your child, may find a maintenance worker to let you into the classroom.

SICK CHILDREN

Do not send your child to E-Care if he/she has a fever, diarrhea, vomiting, pink eye, lice, etc. If fever of 100 or more is present, or if any symptom listed above is present, we will call a parent or authorized person to come get the child. DOE regulations state that **children CANNOT return until they have been FEVER FREE FOR 24 HRS**. So, if we (or the school office) call you to pick your child up because of fever, they may **NOT RETURN THE NEXT DAY**. Children with lice may not return until they are nit free. Children with pink eye may not return until they have been treated. All parents will be notified of any contagious illnesses, such as, hepatitis, chicken pox, etc. In general, PLEASE do not send a contagious child to E-Care; it is not fair to your child, or the other children, to send them sick!

MEDICINE

Children who will be taking any kind of medication at E-Care MUST have a medicine form signed and medication in a prescription bottle. Also, we cannot give Childrens' Tylenol, Advil, etc. without permission from a parent. You may fill out a medical form for this, or sign the Pain Reliever Permission Form.

POTTY TRAINING

All children attending E-Care should be properly potty trained. We realize that PreK and Kindergarten children are prone to occasional accidents, and for this reason we ask that these children have an extra change of clothes to keep here. However, those children who habitually have accidents pose sanitary problems for the rest of the children and will be asked to leave the program until they are successfully potty trained.

DISCIPLINE and GROUNDS for EXPULSION

E-Care will follow the same zero tolerance policy as the school with regards to weapons and/or the threat of weapons. The possession of ANY type of weapon, including ammunition, by a student on school property will result in the immediate expulsion of that student from E-Care. Likewise, the THREAT, whether verbal or written, of bringing or using a weapon at E-Care or against a member of the E-Care program will result in immediate expulsion from the program. Also, the threat to end a life or harm someone in any way, the possession or consumption of alcoholic beverages, cigarettes, illegal drugs or drug paraphernalia will also result in immediate expulsion. In all instances, the proper law enforcement authorities will be notified. The Director of Education, school principal, and the pastor will be notified of all proceedings. These are

serious matters that cannot be taken lightly in any circumstances. The safety of all children and staff in E-Care always comes first.

Children who repeatedly exhibit violent tendencies towards other children or staff, defiant behavior, steal, etc. will be removed from the program. Students who are behavior problems will receive written warnings and Discipline Sheets. If Three Discipline Sheets are received, the child will be removed from the program permanently.

We reserve the right to remove a child at any time, for discipline problems. We also reserve the right to remove a child from the program because of actions of the parents that we deem inappropriate. This includes, but is not limited to: violent behavior towards staff or children, refusal to comply with policies and procedures, not keeping contact information current, constant late payments or no payments, excessive late pickups, etc.

We do not disclose to other parents, or third parties, the names of children involved in incidents at E-Care. No parent may talk to another child without a staff member present. No parent has the right to discipline another child. If a parent has a problem with another child at E-Care, they need to talk with us, or call that child's parent.

GRIEVANCE POLICY

Resolution of a complaint should be sought with the Director and staff member(s) involved. If these discussions are not satisfactory, you will be referred to the Director of Education who will consult with the Pastor.

EVERYDAY NEEDS

1. **Children in PreK and Kindergarten MUST bring a complete change of clothes (not uniform) in case of accidents.** Also, older children who are prone to accidents should also bring a change of clothes to keep here.
2. **Children must bring their own homework supplies.** Your child should have paper, pencils, etc. in their backpack to complete homework at E-Care every afternoon.
3. **Children must wear tennis shoes to play in the gym.** If your child does not wear tennis shoes to school, they need to bring tennis shoes to be able to play in the gym. Those who do not have tennis shoes will have to sit out while their group plays in the gym.
4. **Children must wear appropriate warm clothing in cold weather.** We play outside every day, even when it is very cold, unless it is raining.

GENERAL POLICIES

Children are expected to exemplify the highest standards of conduct, as behavior must be based on Christian principles. It is recognized that the purpose of any rule or disciplinary procedure is training toward the child's own self-discipline.

The following general rules and regulations apply to all children. While not inclusive, they provide good guidelines for proper behavior.

1. Children will show respect to all staff and other children.
2. Harrassment of ANY kind towards others will not be tolerated.
3. Fighting will not be tolerated and all parties will be punished.
4. Children who, through negligence or horseplay, cause damage to any E-Care equipment, property, or the property of another child WILL BE RESPONSIBLE FOR THE COST OF THE DAMAGE.
5. Going through other children's belongings, and/or hiding other children's belongings will not be tolerated and will result in the child receiving a Discipline Sheet.
6. Cursing, indecent, and sexually explicit language is forbidden.
7. Contact sports and gymnastics are not permitted. Footballs, baseballs, softballs, and bats are not allowed.
8. Laser pens are not allowed and will be confiscated.
9. Chewing gum is not allowed unless supplied by E-Care staff.
10. Children cannot use the snack/drink machines, except on movie day.
11. Public displays of affection will not be tolerated.
12. E-Care dress code is the same as the school. Modest clothing must be worn at all times. NO clothing with inappropriate messages. NO hats or cleats in the building! Also, no extreme hairstyle/colors.
13. Make-up may NOT be worn.
14. Toys from home may be brought, but it is strongly discouraged. E-Care is not responsible for any lost toys, clothes, etc. Write your child's name on EVERYTHING they bring from home!
15. Video games brought from home MUST have an "E" rating (or equivalent).
16. Cell phones, music CDs, iPods, MP3 players, cameras, and anything with internet access are NOT allowed & will be confiscated.

EXTENDED CARE HAS THE RIGHT TO AMEND THESE POLICIES AND PROCEDURES AS IS NECESSARY.