

St. Joseph Catholic School, Ost

12917 E Maple Grove Rd – Mt. Hope Ks, 67108 - 316-444-2548 - www.sjost.com

Christ is the eternal prophet priest and king. As members of Christ's Mystical Body, we commit ourselves to carry on His mission of teaching, sanctifying and governing the People of God

Extended Day Program

Purpose

The purpose of the St. Joseph's Extended Day Program is to provide a wholesome, safe, and healthy environment for students after school, while parents are working. Extended Day is an *extension* of the normal school day. Students are expected to adhere to the normal school rules and behavior expectations.

Admission

Extended Day is available to all students enrolled at St. Joseph Catholic School, Ost, after school until 5:30 p.m. The first day Extended Day will be offered for the 2017-2018 school year will be Thursday, Aug. 17th, 2017. For your children's safety, any student not picked up **by 3:40 will automatically be sent to Extended Day.**

Student Records

A copy of the students Emergency Contact form and a list of allergies will be on file with the Extended Day personnel.

Planned Activities

Students are monitored by an adult, and activities include reading, homework, crafts, small group and individual games or puzzles. Planned supervised physical activity is also a part of the program, allowing for outdoor activities when weather permits. Snacks are provided.

Schedule for end of day program

3:30-3:40 PM Students gather in the parish hall. Students waiting for the bus sit along the north wall and read AR books until their bus arrives.

3:40-3:50 PM Students check-in

4:00-4:30 PM Snack and homework time

4:30-5:30 PM Physical activity (outside when possible) or games and puzzles inside

Conduct

General conduct, as outlined in the St. Joseph School Handbook, will be observed at the Extended Day program. Discipline will be shown in the form of a verbal reminder of rules. The staff will use positive guidance methods. If further discipline is needed, the disruptive child will sit in a time-out chair away from the others until the staff and child have discussed the behavior and the child feels he/she can rejoin the group.

*Continued disruptive behavior by the child may be cause for dismissal.

Days and Hours of Operation

The St. Joseph Extended Day Program will provide childcare services for students attending **PreK - 8th grades.**

Hours of operation on days when school is in **regular** session will be: After school from 3:30 – 5:30 PM

*The program will **not** be open on days when school is dismissed early.

*There will be **no** Extended Day on days when school is not in session.

Fees

There will be a non-refundable \$5.00 registration fee **per family**, which will be used to purchase start-up supplies. Once the registration fee is paid, charges will incur for only the time in which the child(ren) attends the program. Extended Day parents will be charged \$2.00 per hour, per child beginning on the 16th minute of attendance. Students riding the bus will only be charged \$1.00 per/day for the 1st child and \$.50 per/day for each additional child per family.

Late Charge One dollar per minute will be added to the Extended Day bill after 5:30.

Payment

A statement will be sent home via email or with your child each quarter. Payment is due within 10 days of the receipt of the invoice. If the account becomes overdue the child(ren) may not be allowed to attend the program **until the account is current.**

Extended Day procedure for picking up your child(ren)

Please enter through the double glass doors in the parish hall.

*Depending on the weather, children may be outside, in the gym, or in the parish hall when you arrive. Regardless, your children's belongings and the Extended Day check-out sheet will be in the parish hall. Please do not forget to sign your children out each day they attend the program.

Only the persons listed on the emergency contact sheet (turned in at enrollment) will be allowed to pick up your children from Extended Day. Please call the school office, or communicate with the Extended Day staff, if there are any changes to your children's normal pick up routine.

Please complete the form on the following page, sign, and return to the office.

Extended Day Program

Family Name _____

Please list each child's name and grade level

_____	_____
_____	_____
_____	_____

Parent Signature

Date

Your signature acknowledges your receipt of the explanation of service regarding the Extended Day Program and your cooperation with the established guidelines.