



St. Joseph Ost Catholic Church

St. Joseph Catholic School



## 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 before and 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, before school from 7:00-7:30, at which time they will be released to their homeroom class, and after school until 5:30 p.m. For your children's safety, any student not picked up **by 3:35 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 and check-in, in the parish hall.

3:45-4:15 PM Students read AR books or work on homework.

4:15-4:30 PM Snack break.

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: Before school from 7:00-7:30 AM; After school from 3:30-5:30 PM. \*The program

Ora et Labora—Pray and work



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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. For the afternoon service, Extended Day parents will be charged \$4.00 per hour, per child beginning on the 6th minute of attendance. For the morning service, parents who utilize it will be charged \$1.00 per family each morning attended.

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

**Payment:** An email will be sent at the end of each quarter notifying parents that Extended Day fees have been calculated and assessed on PowerSchool. 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 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.