



August 08, 2016

Dear Parent:

This Extended Day Handbook provides you with all the information essential to your child's registration, well being, and successful interaction of the St. Monica Academy Extended Day Program.

We also retain the right to change the contents of this handbook throughout the year if circumstances warrant such action.

If you have any questions or concerns, feel free to contact me or Mrs. Gamboa/ Mrs. Mitchell, our Extended Day Directors at the School Office. (1-773-631-7880)

After you have read this Extended Day Handbook, please sign pages 8 and 9 and return to Mrs. Gamboa/ Mrs. Mitchell.

Sincerely,

Ray Coleman, Principal

## **St. Monica Academy Extended Day Program**

**Director:** Mrs. Gamboa/ Mrs. Mitchell  
**Principal:** Ray Coleman  
**School Phone:** 1-773-631-7880  
**Emergency Phone:** 1-773-631-3266 (after 3:00 p.m.)

The St. Monica Academy Extended Day Program provides care, supervision, recreation, and enrichment activities for your child. It serves the working parent who desires both a Catholic school education and supplementary day care in a caring Christian environment. The program is open to PreK through eighth grade students enrolled at St. Monica Academy. The school reserves the right to exclude a child whose needs cannot be met.

The Extended Day Program complies with the non-discriminatory policies of the school and Archdiocese of Chicago.

The program provides children the opportunity to experience a rich diversity of growth activities planned to complement the philosophy and value systems of our school and of our school families. Computers, art and craft projects, games, enrichment activities are just some of the growth activities planned for the children. We provide a snack time, homework time and supervised activities.

Our program is staffed by an experienced director and aide. Aides are determined by the number of students enrolled.

We operate on school days when school is in session. A weather emergency or other emergency which causes school to be cancelled will also result in canceling the Extended Day Program.

When school is dismissed at 11:30 a.m. because of a teacher institute day or holiday, only morning care will be open. Afternoon day care will be closed on these days.

### **Hours:**

7:00 a.m. – 8: 15 a.m.

3:00 p.m. – 6:00 p.m.

## **FEES**

A \$25.00 non-refundable registration fee is required each year for each child. Families may register at a rate of \$50.00. After August 13, 2016 and provided that space is available, the registration fee will be \$50.00 for one child and \$100.00 for families.

Hourly rate:	\$5.00
½ hour or less:	\$2.50
After 6:00 p.m.:	\$1.00 per minute

Fees are the sole support of the St. Monica Academy Extended Day Program. The program is self sustaining and does not receive any grants from the school or parish.

## **Scheduling and Billing**

Parents will be asked to fill out a monthly calendar to indicate the days their child will attend the following month. (This calendar and the sign in/out sheet will be used as the basis for billing.) **If a parent meets a child at 3:00 p.m. with no call or note to cancel, a charge of ½ hour is processed.** Failure to cancel for any reason will result in being charged for a full session (1¼ hour for the A.M. or 3 hours for the P.M.) that the child would have been within our care.

A credit is given if a child is absent due to illness or family emergency, if the parent cancels by note or phone call. Families will be billed on their monthly tuition statements and payments should be made out to “St. Monica Academy”.

Parents are not charged for the time their student(s) are under the supervision of a teacher/coach. Examples: private tutoring, band, scouts, athletics.

Regular and prompt payment of fees enables us to pay salaries and provide ample supplies, equipment and snacks. If a parent fails to pay fees as scheduled, the child will not be permitted to continue in the program. A late fee of \$25.00 will be assessed each billing period for late payments.

**PLEASE NOTE:** Staff members are employed only until 6:00 p.m. Children must be picked up by that time. An additional \$1.00 per minute per child will be charged for a parent who is late in picking up their child(ren).

## PARENT RESPONSIBILITIES

1. Children should report to the Day Care Area immediately after dismissal. Children being dropped off or picked up must be signed in/out by the parent.
2. Children will be released only to their own parent or guardian. If additional persons are to have authorization, they must be noted on the Extended Day Emergency Card. Any specific person(s) not allowed authorization should also be noted. **Telephone requests** to send a child to a particular place after school or to arrange a pick-up by someone other than a parent will not be honored.
3. If there are any custody decrees or other legal documents related to a parent's contact with a child, they should be shared with the coordinator.
4. When a parent cancels day care for the day, the parent must also notify the child's classroom teacher.
5. It is important that you pick up your child by 6:00 p.m. Staff members have other responsibilities and should be free to leave at that time. A staff member will stay with your child until you arrive, but a late fee will be assessed as specified above, *(There will be an additional \$1.00 assessed per child for every minute a parent is late in picking up a child(ren) after 6:00 p.m.)*
6. If you are not scheduled for a particular day, please do not have your child report in. This policy is an important safety factor for your child.
7. Students arriving before school should be brought to the Day Care Area.
8. Parents should use the Mont Clare Ave entrance for drop-off and pick-up. Parents must enter to sign their child(ren) in/out. Failure to sign your child in/out will result in charging parents for full session that day. A full session is 1¼ hour for the A.M. or 3 hours for the P.M.
9. Please label all personal property of the student.
10. Please allow time for your child to clean up and put toys away when picking them up.
11. Extra snacks from home are allowed. There will also be an after school snack provided for your child.
12. Parents not returning the calendar for the month cannot be guaranteed space. Calendars are prepared before the first of the month for that month.
13. Do not bring your child to the extended day care before the opening time of 7:00 a.m.
14. Always let us know if someone else is picking your child up.
15. If you take your child home from school for any reason, leave a written message for the program director.

## CHILD RESPONSIBILITIES

1. As members of a Christian, caring community, the children will be expected to respect each other, the staff, the program materials and the environment provided.
2. A child must always ask/tell the coordinator or aide when he/she wishes to leave the room to use the washrooms and must return to the Day Care Area promptly.
3. No trading, borrowing, selling, exchanging of any personal property.

4. No one is here to clean up after the students. All students must clean up before being allowed to go to class or leave with their parent at the end of the day.
5. Each child is responsible for his or her own space – push chairs in after using, clean up toys, put homework away, clean up after eating snack, pick up crumbs, etc.
6. Students or parents are not allowed to go to their classroom for forgotten materials, books, homework, clothing, etc., after leaving their room to come to the Extended Day Program.
7. No running or rough play allowed. Voices are to be kept at a normal classroom level.
8. Quiet time during homework time is provided.
9. Children may never leave the building or grounds during the extended day time.
10. No inappropriate language or behavior will be tolerated.

## **SPECIAL PROCEDURES**

Abuse/Neglect	By law the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect. All staff members are mandated reporters of allegation/suspicion of child abuse/neglect.
Illness/Accident	The same procedures followed during the school day will be followed when your child is participating in the Extended Day Program. (Refer to St. Monica Academy Family Handbook.)  Parents will be expected to make provisions for taking sick children home.
Discipline problems	Every child must follow the rules of the school. If a child is unable to relate with other children, his/her continuance in the program will be discussed with the parent and the principal. A conference with both parent and principal will be called to discuss the decision that is reached.
Homework	Each afternoon a homework period is provided. The staff is available to provide minimal assistance. It is the child's responsibility to have his/her assignments written down in an assignment notebook. The staff has no way of knowing what work has been assigned to each child. It is not the responsibility of the Extended Day Program personnel to make sure that homework is finished.
Absence	When you call the school office to report your child's absence, please ask that the Extended Day Program Director also be notified.

If you take your child home from school for any reason, leave a written message for the Program Director. This will also help avoid being charged for the full session when the child is absent.

Toys from home Children may ***not bring*** toys from home. Often these items are very personal and important, so the child feels it must be protected. ***We are not responsible for lost or stolen toys, activities or games.*** We encourage a sharing atmosphere. Many young children do not know or understand the value of some of their toys.

In special cases a toy may be brought if it is needed for a special project. In that case the toys are to be kept in the child's backpack. It is too hard to keep track of precious little things that end up lost.

School Rules School rules apply to day care. Failure to keep rules will require the child to be removed from our program. Also, see Discipline problems listed on page 5.

Snacks One snack is provided after school. You may wish to pack another snack for children who have bigger appetites. No morning snack is provided. Children should eat before they arrive at school.

## **Archdiocesan Policy**

Children in Extended Day Programs are required to show proof of adequate medical insurance. This can be done by providing verification of medical coverage.

## **Registration Procedure**

Registration for next school year will coincide with registration for school. Those families that have been in our program will receive first priority.

If you have not met the registration deadline, your place in the program could be in jeopardy. Open enrollment will take place in August during our Family Payment Day.

The registration fee anytime after **August 13, 2016** will be \$50.00 for one child and \$100.00 for family with the same hourly rates.



**Remove this page and give it to Mrs. Gamboa/ Mrs. Mitchell  
after you have filled out the appropriate information**

Family Name \_\_\_\_\_

Child(ren) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian Agreement**

I have received and read the handbook for the Extended Day Program of St. Monica Academy I have discussed the pertinent sections with my child(ren). I agree to support the provisions/regulations contained in this handbook.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Medical/Accident Insurance** (Please sign and declare one of these statements.)

I hereby declare that our family insurance will protect my child(ren) in case of a medical/accident emergency.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return: No later than the first day of school**