

**EXTENDED CARE PROGRAM
ST. HILARY SCHOOL**

The Extended Care Program is an extension of the school day and not a traditional day care program. Therefore, it is only open to children attending St. Hilary School and is not available on days when school is not in session or during the summer. As the program is an extension of the school day, appropriate behavior and cooperation are expected from the students in attendance. The students are under the supervision of paid adult personnel. Families may use the program on a regular or as needed basis. For your child's sense of security and the integrity of the program, we ask that parents/guardians strictly adhere to the hours of each session.

BEFORE SCHOOL

HOURS: 7:00 AM – 7:55 AM
 COST: \$4.00 per day/per child
 OVERVIEW: Students are brought to the main door of the school during session hours. They remain in the program until the first bell at which time they are dismissed to their homeroom.

AFTER SCHOOL

HOURS: 3:00 PM – 6:00 PM
 COST: **First Wednesday of the Month Early Dismissal:** \$3.00 per day/per child for any child picked up by 3:00 PM
 All other days based on pick-up times:
 Pick up by 4:00 PM \$ 5.00
 Pick up by 5:00 PM \$10.00
 Pick up by 6:00 PM \$15.00

OVERVIEW: Students report to the after-school program and attendance is taken. The session schedule is as follows:
 Recreation – outdoors or in the gym
 Snack break – students must provide their own after school snack.
 Homework/study session
 Recreation – indoors; materials and games are provided.
 Parents/guardians are requested to come to the school's main entrance to pick up their children and to sign them out on a daily attendance roster.

HALF DAY

HOURS: 11:30 AM – 6:00 PM
 COST: \$4.00 per hour based on hourly pickup time.
 OVERVIEW: Session schedule is the same as the after school session. A lunch break is provided; students must bring their own lunch on half days. Due to the length of half day sessions, videos are used during recreation periods. Parents/guardians are requested to come to the school's main entrance to pick up their children and to sign them out on a daily attendance roster.

PAYMENT OF FEES

REGULAR BASIS: **\$150.00 deposit required to begin using the program.** This deposit is credited to your account. Family accounts are then billed twice a month for payment 2 weeks in advance. Families whose accounts are not kept current will not be able to continue to use the program.
Regular basis is defined as 2 or more days per week morning and/or after school.

AS NEEDED BASIS: Families who use the program sporadically will be asked to pay on the day of service or on the Friday nearest the day of service.

DAILY LATE FEES

For the after school and half day sessions, **students must be picked up by 6:00 PM.**
There is a five minute grace period. After the grace period, there is a \$5.00 per 15 minute late fee.
Consistent disregard for the time schedule could result in exclusion from the Extended Care Program.

*****FOR THE SAFETY OF YOUR CHILDREN*****

Please notify the School Office when your children will be using the Extended Care Program so we will know to expect them and include them on the attendance sheet. If you know that you will be using the program on a regular basis, please fill out the below portion and return it to the School Office with your \$150.00 deposit. We will place your child/ren on the permanent roster and you will not need to notify us on a daily basis UNLESS your circumstances change.

FAMILY NAME _____

CHILD'S/CHILDREN'S NAME/S _____

BEFORE SCHOOL CARE	MON	TUES	WED	THURS	FRI	Approximate Arrival Time	_____
AFTER SCHOOL CARE	MON	TUES	WED	THURS	FRI	Approximate Pick-up Time	_____
HALF DAY CARE	MON	TUES	WED	THURS	FRI	Approximate Pick-up Time	_____