



ST. JOSEPH SCHOOL
401 E. Kellett Street
Martinsburg, MO 65264
573-492-6283

A Tradition of Faith, Learning and Community

ST. JOSEPH SCHOOL EXTENDED CARE PROGRAM

GOALS

The Extended Care Program serves families who desire both Catholic school education and supplementary day care in a Christian environment to children enrolled at St. Joseph School.

PARTICIPANTS

St. Joseph School Extended Care Program is for St. Joseph School students in Grades PreK-8. The program is available on a regular or drop-in basis.

Attendance in the program is a privilege, not a right. Parents and children must obey the rules and regulations in order to continue participating in the Extended Care Program.

LOCATION

The primary location of the program will be in the basement of Father Ahrens Hall.

HOURS

The program will run from 3:40 to 5:30 p.m. Tuesday through Friday. If school is dismissed early, due to emergency or inclement weather, parents will have one hour after dismissal to pick up their children. This pertains only to students who are regularly enrolled in the program. The program is only available on days school is in session.

FEES

Parents will need to notify the office indicating the specific days of the week that their child will attend for Extended Care. The rate will be \$6.50 per child per day. Payment for the number of days for the week is due the following week and should be sent to school in the family envelope. There will be a \$5.00 late fee for payments not turned in on time. If you have an outstanding balance due for more than 10 days the student will not be able to attend the program until the payment is made in full. There will be no charge if Extended Care is not in session. There will be no Extended Care on Friday, February 2nd which is the day of the Mission Carnival for Catholic Schools Week.

Drop-ins will be accepted at a cost of \$7.50 per day. Parents should notify the school office if their child needs Extended Care for the day. If your child is not picked up from

school by 3:55 they will go to Extended Care and the drop in fee will be charged per child.

Fees are the sole support of the program. It is not subsidized by the school or the parish. Regular and prompt payment will assure the continuation of personnel and the provision of ample supplies, equipment, and snacks.

SNACKS

A nutritional snack will be provided each day along with milk or water. Children may bring healthy nutritional snacks from home if they wish. Children will not be allowed to eat candy or sweets except on "treat" days as designated by the Extended Care staff.

ACTIVITIES

Physical and creative activities along with daily free time will be provided. Nutritious snacks will be served daily. Quiet time and study time will also be provided. Children will be supervised at all times.

The program staff will supervise a homework session each day of at least 20 minutes. Students are responsible for getting their homework done. Please talk with your child about what you expect them to get done after school.

OUTDOOR PLAY

All students will be required to go outdoors, weather permitting, and should dress accordingly.

SJS EXTENDED CARE RULES

1. Respect each other in thought, word, and action. Keep hands, feet, ugly words, etc. to yourselves.
2. Absolutely no foul language, arguing, or other harm to another will be tolerated.
3. Respect St. Joseph School property; if something breaks, give the Extended Care teacher a note to inform the principal.
4. Students may not go upstairs to get items from the classroom or talk to an adult. St. Joseph School students must be under the active supervision of an adult at all times.
5. No running or screaming while in Father Ahrens Hall.
7. It must be quiet during study time. If you have no homework, you should have a book to read or other quiet time activities.
8. If you make a mess, clean it up. This includes snacks, craft items, toys, games, etc.
9. If you take anything out to play with, you must put it back or ask someone else to return it if they want to continue to play with it after you leave.
10. If you get an item or piece of equipment out, it needs to be returned to that place. Any items left outside will be

- held by the principal.
11. You are expected to eat the snack provided; if you do not like it, you can eat your own food or do without.

DISCIPLINE

As members of a Christian and caring community, the children are expected to respect the staff, each other, and the material and entertainment provided.

Children count on the wisdom of adults to set reasonable limits for them. Limits are necessary to maintain safety, protect health, and guard the rights of others. Discipline will be based on reason and understanding. Children will be informed of all rules and regulations. If rules are broken, we:

- a. will take the child aside and discuss the problem;
- b. will remove the child from the group for a period of time with the understanding that when child is ready to rejoin the group and cooperate, he/she may do so;
- c. may take privileges away (time taken from play period, free time, or group activities);
- d. if a child's behavior is such that it has a negative effect on the children or staff, the parents will be notified and a conference will be set up;
- e. if behavior does not improve, a second conference will be arranged and at that time the child may be dismissed from the program.

ILLNESS AND ACCIDENTS

In cases which appear to be of a minor nature, first aid will be administered on the premises. If a major injury to a child occurs, the staff will immediately call for professional help. Parent designated emergency contacts or the child's doctor will be notified immediately.

Extra precautions and measures may be in place due to the Covid-19 pandemic to help ensure the health and safety of the students and staff. The program will follow the current procedures followed during the school day. Students who have any type of communicable disease will not be permitted to attend the program.

If children have been exposed to a communicable disease within the program site, parents shall be notified.

MEDICATION AND SPECIAL DIETS

If a child needs to take oral medication on a regular basis during the day, medication must be in the original container, along with a note from the child's physician prescribing the medicine, stating the reason for which it is given, and any special instructions. Parents must also give written permission. The same instructions can be used for both SJS and the Extended Care program IF the note is addressed to both.

If medication is requested to be kept on hand "for

emergencies only" (i.e. in case of bee stings), special instructions must be given, in writing, from the parent(s) and physician.

The staff must be informed, in writing, of any food or drink that the child may be allergic to.

VISITORS

The Extended Care Program has an open door policy with regard to parent visits. However, only parents or their designated representatives will be allowed on the program site unless on official business. All other visitors must be accompanied by a school official at all times.

EVALUATION

Evaluation is an important part of any educational program. Periodically parents and students will be asked to evaluate the program.

SECURITY

Parents are to notify the staff if someone different is to pick up the child. Persons not named on the child's Student Dismissal Form will not be able to ask for the release of the child.

DAILY RELEASE OF CHILD

1. Parents must sign the child out each day.
2. A child shall be released from the facility only to the child's custodial parent(s) or guardian or to the person authorized, in writing, by the parent(s) or guardian to receive the child.
3. Please be aware that the Extended Care supervisor must have all children under her direct supervision at all times so she is unable to visit with each parent.

PROMPT PICK-UP REQUIRED

St. Joseph Extended Care closes at 5:30 p.m. each day; please make certain that your child is picked up by that time. There is a \$1.00 per minute charge if you pick up your child after 5:30 p.m.

SCHEDULE ALTERATIONS

We will make every attempt possible to provide Extended Care however, in the event we are unable to provide supervision, due to lack of substitutes, after school care may not be available. If there is low attendance anticipated on an upcoming given day parents will be contacted to determine attendance. If attendance will be extremely low Extended Care may be canceled for that day and no charge will take place. We will notify parents with any changes to the program as soon as possible.