



August 2017

Dear Parents,

Welcome to the new St. Juliana School Year and start of the Extended Care Program. We are pleased to announce that our first day of Extended Care will be Tuesday, August 22.

Please register online, <http://stjuliana.org/admissions/ecp>. Registration must be completed before your child(ren) can attend the program. All Extended Care charges will be billed and paid through your FACTS Tuition Management account, including the registration fee.

Weekly registration forms for August and September will be sent home with your child once the online registration for the Extended Care Program has been completed. Please return the weekly registration forms to the office by Friday morning of the week before you need care. It is very important the weekly registration forms be sent in by Friday mornings so that we are aware of which children to expect the following week. Of course, if your child is sick, we will accept the form on the day they return.

If there is ever a change of plans and your child will not be attending on a day for which you have already registered them, **please call the Extended Care number (773-428-2872)** between the hours of 6:30-8:05 A.M. or 2:50-6:00 P.M., and leave a message with one of our staff, or call the school office at 631-2256 and leave a message for us. Remember, we are responsible for your children and will expect them when they are scheduled unless we hear otherwise.

Also enclosed is our new handbook. Please read it thoroughly because it covers many important policies. One that needs to be highlighted is our pick-up procedure: **A PARENT OR ADULT ON OUR APPROVED LIST MUST COME INTO THE SCHOOL TO SIGN THEIR CHILD OUT.**

As handbooks are part of the contract existing between the school and the parents, it is imperative that all parties have read the handbook and agree to abide by it. Students will **not** be admitted to the Extended Care Program if the signed agreement is not turned in to school.

The Extended Care Program is located in Room 12. We have a doorbell installed at the north Osceola door (closest to the parking lot), and we will only be able to let you in that door. This simple measure ensures the safety of everyone. After being dismissed from their classrooms at 2:50, the children should report immediately to Room 12. We will then take attendance to make sure that everyone is present.

The staff and I are looking forward to another fantastic year! If you have any questions, concerns, or special needs, please feel free to contact me at any time. Here's to a great school year!

Sincerely,

Mrs. Christine Boldt ☺

Extended Care Director

SAINT JULIANA EXTENDED CARE PROGRAM HANDBOOK

2017-2018

School Year



THE SAINT JULIANA EXTENDED CARE PROGRAM

Welcome to our exciting before and after school program, serving working parents who desire both Catholic school education and day care for their children! Open every day from 6:30 to 8:05 A.M. and 2:50 to 6:00 P.M., our Extended Care Program provides professional care, supervision, and recreational activities for St. Juliana students from Kindergarten and up.

The Extended Care Program offers a **variety of activities** including: supervised homework time, playing with games and toys, arts and crafts, computer time, videos, socializing with friends, and physical activities.

In addition, a **snack and milk will be provided** daily **after school** for each child.

ADMISSION POLICY

Children currently enrolled in grades K-8 are eligible to register for the Extended Care Program. (Preschool children may be eligible - contact the program director for further information.) The school reserves the right to exclude any child whose needs cannot be met. The program complies with the non-discriminatory policies of the school and the Archdiocese of Chicago.

TELEPHONE

The Extended Care phone number is (773) 428-2872. During the Extended Care hours of operation, one of our staff will be happy to assist you with any questions or changes to your child's daily plans. During school hours, you may use our voicemail to leave a message, or call the school office at (773) 631-2256 and leave a message for our staff.

BEHAVIOR EXPECTATIONS

St. Juliana Extended Care Program reserves the right to refuse admission to any student who cannot follow the rules and regulations of St. Juliana School. Our policy is that a parent/guardian will be sent a notification letter following the first infraction, a warning letter following the second infraction, and a termination letter upon the third infraction.

HOMEWORK

We will have a room available for the children to work on homework assignments. **It is the responsibility of the child to acknowledge his/her assignments, and to use the resources available.** We have no way of knowing what homework, if any, has been assigned to them.

HOURS AND FEES

Extended Care will be available in the mornings from 6:30-8:05, and after school from 2:50-6:00. NO FREE DAYS OR HOLIDAYS ARE INCLUDED. There will only be A.M. care on the days of Parent Teacher Conferences in November, and the last day of school.

There is a \$40.00 registration fee per year for your first child enrolled in the program, \$10.00 for each additional child. The daily cost for attending the morning program will be \$6.00. After school, if your child is picked up by 3:00, the charge will be \$3.00. A pick-up by 4:00 will be \$6.00, by 5:00 will be \$10.50, and by 6:00 will be \$14.00. There will be a 50% discount on the bills of a 2nd and 3rd child using the program. **All Extended Care charges will be billed and must be paid through your FACTS Tuition Management account.**

Late fees will be charged if your child is not picked up by 6:00 P.M. The fee is \$5.00 for every five minutes past 6:00 P.M. Please call in case of emergencies if you know you are going to be late.

Registration will be on a weekly basis. Parents must submit their registration forms noting days and times care will be needed for their children by FRIDAY OF THE PREVIOUS WEEK.

Payment for the registration fee and monthly billing should **not** be sent with your registration forms. You will be billed through your FACTS Tuition Management account for the registration fee, and for time used on a monthly basis. FACTS offers many flexible payment options, including automated or manual payments concurrent with or separate from your tuition payment, even using a different bank account.

Families whose accounts are not kept up to date will not be allowed to use the Extended Care Program. Please alert the director of any unusual circumstances that might cause a delay of payment.

Parents will receive an annual financial statement for their records and tax purposes.

HEALTH POLICIES

In case of an accident which appears to be of a minor nature, first aid will be administered on the premises per OSHA regulations. In cases which appear more serious, the program staff will act according to their best judgment for the welfare of the child, and parents will be contacted as soon as possible. Parents who do not wish their child treated in any way should indicate this and give us special instructions on the emergency form.

If a child is too ill to remain in Extended Care, parents must make arrangements to have the child picked up from the program.

The Archdiocese requires all schools not to dispense medications. If your child has a **CHRONIC** medical need, labeled containers are stored in the office only. **We will not handle any medications and do not assume any liability for the consumption of medicine.** Medical waiver forms are available in the office for chronic needs.

IMPORTANT PARENTAL RESPONSIBILITIES

Your children's safety and well-being is always first in mind, and we rely on the completeness and accuracy of the information you provide on the mandatory **Emergency Contact Profile** requested by the school each year. Please help us to reach you quickly in the event of emergency by submitting the form promptly.

The most crucial regulations concern the arrival and departure of children from the Extended Care Program. Parents or guardians should not take their children from the school or grounds without notifying the staff and signing the child out. Children must be escorted in and out of the school by a parent or other authorized adult, and be signed out by this adult. When picking your child up from the Extended Care Program (Room 12), please ring the Extended Care doorbell located on the north Osceola Door closest to the parking lot. Our doors are locked in order to monitor those entering the building.

Parents and guardians should not send anyone whose name is not on the emergency form to pick up their children. For safety reasons, the release will not be granted.

Please do not telephone the Extended Care Program with directions to send your child elsewhere after school (a written note must be sent.) Such requests will not be granted, as there is always the possibility that someone other than a parent or guardian may call.

If your child is absent from school and is signed up for Extended Care, please leave a message on our voicemail with this information, or ask the office staff to leave a message in our mailbox.