



EXTENDED CARE INFORMATION

OVERVIEW

St. Nicholas Extended Care Program (SNECP) was founded to provide children a loving and nurturing after-school environment that is both stimulating and enjoyable. Our staff strives to offer high-quality care and enrichment activities for students in Kindergarten through eighth grade. We reinforce the high values of St. Nicholas Catholic School and impart these through example and respectful discipline.

This professionally operated program is staffed by an experienced Director and devoted staff aides. Our program allows children to experience a rich diversity of growth activities within a Catholic environment. Activities are planned to complement the philosophy and value systems of the school and family. Arts and crafts, games and recreation, snack time, and time to complete homework are all offered.

HOURS

The Extended Care Program is open from 7:00 a.m. to 8:05 a.m. and from 3:00 p.m. until 6:00 p.m. and immediately following early dismissal school days, (Wednesdays at 2:00 and half-days at noon). Although Extended Care is open on half-days until 6:00 p.m. it is not open when school is not in session, (i.e. teacher in-service days) due to state regulations and insurance considerations.

FEES AND PICK UP POLICY

Fees are the sole support of the St. Nicholas Extended Care Program. It is not subsidized by the school or the parish. A fee schedule is available upon request. Financial difficulties and scheduling problems should be discussed with the Principal as soon as possible. If you know in advance that a student will be absent from the program for any amount of time, please notify the director.

All monthly fees are due and payable by the 15th of each month. If payment is not received after the 15th, a \$20 late fee will be added to the account. Each month, an additional \$10 late fee will be added to the statement. A \$35 nonsufficient funds fee will be charged for returned checks.

Checks may be payable to SNCS and noted in the memo as Extended Care.

For families who have made a monthly commitment, the fee for days and times to which a family commits in the enclosed contract will not be excused or reduced for absences due to illness, personal reasons, or extra extended vacations during the school year. Monthly rate payers will receive a prorated billing for Christmas and Easter/Spring break.

Parental responsibility includes prompt pick-up in the late afternoon. Staff members are employed only until 6:00 p.m. Please respect the time of closure. If you pick up students after 6:00 p.m. a late fee of \$15 will be charged for every 15 additional minutes of care.

Any portion of an hour will be charged for the full hour. Hourly rates for mornings and afternoons are calculated separately and then each section is rounded to the full hour.

Drop-in supervision is defined as “irregular use”. No set amount of time per day is given in any month. All potential “drop-in” students must be pre-registered and have all enrollment forms completed at the time of arrival in the program.

The multi-student discount does not apply to drop-in supervision. Also, the discount does not apply when only one of the two or more siblings is in attendance at our Extended Care Program during any portion of a day.

DISCIPLINE

In order to be consistent with St. Nicholas Catholic School, the Extended Care Program will follow the discipline policies set forth in the School Handbook.

No spanking or corporal discipline of any kind shall be administered. It is the intention of the Director that only discipline other than spanking will prove more effective in perpetuating a Christian standard of living.

Parents with children in the SNECP delegate a share of their authority to the staff. It is important that there be a genuine unity of purpose and practice between parents and staff. For this reason, parents are urged to bring their concerns regarding student supervision incidents to the proper authority. If there is a problem, please:

1. First contact the SNECP Director
2. If unresolved, then contact the Principal of the school.

Our belief is that each student should grow in self-control, the ultimate goal being a strongly formed Christian conscience that guides on to act in accordance with God’s will. Students guided by the rules necessary for good order must learn to exercise judgement in a responsible and mature manner.

ILLNESS OR ACCIDENTS

In cases which appear to be of a minor nature, first aid will be administered on the premises. In cases which appear serious, the Director or acting Director will make an effort to carry out the instructions as given on the Medical History form and the Emergency Information form.

Parents who do not wish their student(s) treated in any way should indicate such on the form and should give directions to be followed.

If parents do not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of emergency, the program staff will act according to their best judgment for the welfare of the child.

MEDICAL EMERGENCIES

In the case of a serious medical emergency, we will contact the parent/guardian as soon as possible. If the parent/guardian is not able to be reached we will either:

1. Contact the child's primary care doctor and/or
2. Call for an ambulance

MEDICAL POLICIES

Each child must have the following information on file to attend our Extended Care Program:

1. Emergency phone numbers, medical information and medical background
2. Parent/guardian signed consent for medical care and medical insurance information
3. Signed medical permission slips if you want us to administer any prescription or over-the-counter medications. The medications must be in their original containers and be clearly marked with the child's name, expiration date, and dosage rate.
4. If a parent cannot be reached, please identify an alternate person who can pick up each child in case he/she becomes ill during extended care hours or in the event that a parent will be delayed.

PICK UP POLICIES

Parents, guardians, or coaches must not take students from the schoolyard or other areas without notifying the SNECP staff and signing the student(s) out. It is important that visual and verbal contact be made with the staff in addition to signing the student(s) out.

SNECP personnel will not permit student(s) to leave in taxis or other unknown rides. If you intend to send a taxi or other ride for your child, you must first notify the SNECP Director in advance in writing, or have a permanent request on file. Requests made over the phone will not be granted.

If your student is to go home with another student or be released to a coach, we must also have your permission in writing.

Parents or guardians should not send persons whose names are not on the emergency or registration form to ask for the release of student(s). For the student's safety, the release will not be granted.

If a parent takes a student from the school for any reason on a day that the student is expected at Extended Care, please notify SNECP that day.

INCLEMENT WEATHER CLOSURES

Extended Care is not open when there is no school due to inclement weather. Additionally, Extended Care will not be open for the morning session if there is a late start due to inclement weather. Please check the school website and your email about weather-related closures or late starts.

Your student(s) will be released from the school according to the instructions you gave on the Emergency Closure Form. If the weather worsens while your student(s) is in the SNECP, we will release him/her according to your instructions.

In the event of an earthquake, all staff will remain at Extended Care until the last child is picked up.

HOMEWORK

A quiet homework area is provided and monitored to discourage distractions. It is the student's responsibility to acknowledge his/her assignment(s) and then to use the resources available, (i.e. the staff, dictionary, etc.). The SNECP staff has no way of knowing what work has been assigned to which students and is not responsible for checking a student's progress or ensuring that homework has been completed.

TOYS FROM HOME

It is requested that students do not bring toys from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the sharing we encourage in our large family atmosphere. Even when the item is shared, we cannot guarantee its protection.

PRAYER

In keeping with the Christian atmosphere, we will encourage giving thanks in conjunction with snack time.

MISCELLANEOUS

Children are allowed to bring a change of clothes to Extended Care.

SNECP provides water, cider, and cocoa in the afternoon, and a light snack if necessary. However, to accommodate your student(s) specific nutritional needs, we ask that you pack a morning/afternoon snack.

Students must bring a lunch on half days.

The SNECP is located in the Parish Hall.

CONTACT

To reach SNECP by phone or to leave a message, please call the school office from 7:30 a.m. to 3:30 p.m. at 253-858-7632.