

Extended Day 2020-2021

Dear Extended Day Parents,

We would like to welcome you and your child to Extended Day. There are a few small changes for this year. Due to COVID-19, we have new procedures and protocols we need to follow. For these reasons, please read the following information carefully.

In order to stay in compliance with State ratios and social distancing regulations, we will need every family to submit a weekly calendar of when their child(ren) will be attending. We understand that emergencies come up, and your child will always be welcome to stay, but a calendar helps us plan. We ask that changes to schedules be submitted to the school via a note with the student 24 hours in advance if possible. Once again, we want to make sure we are following all protocols set forth by the Health Department.

All students, including preschool students, will be required to wear a face mask when they are at Extended Day. The teachers will allow short mask breaks throughout the time in the cafeteria. If the students go outside to play they will be permitted to remove their masks, but only if they are social distancing from other students.

Also, we ask that all personal toys, devices and electronics stay at home. The teachers will be working very hard to schedule activities the students can do while still social distancing, along with taking them outside when weather permits.

This year we are implementing the same behavioral program that will be used in the classrooms during the school days. Children will be given three chances to change their behavior and/or choice. If the behavior or bad choices continue, the child will fill out a "Think Sheet" with one of the teachers. This will go home and be returned to the child's homeroom teacher. For students in grades 4 and 5 infractions may be issued during Extended Day.

In regards to pick-up, the only door you are permitted to enter/exit through is the blue awning entrance on Decatur Street. This is for all of our safety. When you come to the awning, enter through the first set of doors and then use the buzzer system to dial 446#. Someone from Extended Day will answer the buzzer. Please state your name and who you are coming to pick up. Someone from Extended Day will then escort your child(ren) to the door where they will be signed out. No one will be permitted into the building this year to pick up their child.

Thank you in advance for your cooperation this year. If you have any questions or concerns, please do not hesitate to contact me.

We are looking forward to another great year!

God Bless,

Mrs. MacMurray

Student Last Name: _____

Sandusky Central Catholic School
Extended Day Program/ School days 2:30pm – 6:00pm/ Preschool – 5th grade
2020-2021 Registration Form

NON REFUNDABLE REGISTRATION FEE: \$35 PER FAMILY

Parent/Guardian: _____ Relationship to Child: _____
Address: _____ City: _____ State: ___ Zip: _____
Home Phone: _____ Cell: _____ Work: _____

Additional Contact Information for Emergency Use Only:

Name: _____ Relationship to Child: _____
Address: _____ City: _____ State: ___ Zip: _____
Home Phone: _____ Cell: _____ Work: _____

1st Child's Name: _____ Grade: _____ Gender: _____
Does this child have allergies? _____ If yes, please list: _____
Additional comments or concerns: _____

2nd Child's Name: _____ Grade: _____ Gender: _____
Does this child have allergies? _____ If yes, please list: _____
Additional comments or concerns: _____

3rd Child's Name: _____ Grade: _____ Gender: _____
Does this child have allergies? _____ If yes, please list: _____
Additional comments or concerns: _____



Last Name of Child: _____

Extended Day Release Form

This is a list of all persons that you want authorized to pick up your child/children. Make sure to include yourself on the list. If you wish to add more names to the list, you must fill out a new sheet with the Director. You will not be able to call the school to add new names to the list. Only those listed below will be allowed to take the child/children. The person picking up with child/children must have a photo ID. For the safety of your child/children, there are no exceptions to these rules. Please add all names that you think may be possibly picking up your child in your absence.

NAME AND RELATIONSHIP TO CHILD	PHONE NUMBER
Parent/Guardian:	
Parent/Guardian:	

Parent Signature: _____ Date: _____

Student Last Name: _____

**Sandusky Central Catholic School
Extended Day Program
2020-2021**

Please read and check each item on the left column.

	I understand that I am enrolling my child/children for the current school year.
	I understand that the Extended Day Program is open according to the official school calendar of SCCS.
	I understand that I will be billed bi-weekly. Payments are due in a timely manner; unpaid balances may lead to dismissal from the program. The current rate for the Extended Day Program is \$4.00 per hour, per child in attendance.
	The program staff will assume responsibility for my child from the time he/she arrives at the program until my child leaves the program according to the written instructions for departure noted on the release form.
	If a medical emergency arises, the program staff will first attempt to contact me. If I cannot be reached, they will contact the additional contact person as provided on the registration form.
	I understand that there is a one hour minimum charge for each Extended Day session my child attends.
	I understand that if my child will not be attending Extended Day on a regularly scheduled day of attendance, I must notify the director of the absence. If my child is absent from school, the office will notify the director.
	I understand there will be an additional charge of \$15.00 per 15 minute increment for late pick up, after 6:00 pm.
	I understand that my child(ren) will need to follow guidelines of social distancing and face masks set forth by the school.

I have reviewed this information and agree to abide by these terms and conditions.

Parent Signature: _____ **Date:** _____

Please mail or return this form to:
Extended Day Program
Sandusky Central Catholic School
410 W. Jefferson Street
Sandusky, OH 44870

Office use only (registration) \$ _____ Date: _____ Rec'd by: _____