

St. Sylvester School  
2010-2011

# Extended Day Program



HANDBOOK

St. Sylvester School  
2010-2011  
**EXTENDED DAY PROGRAM  
AGREEMENT**

I have read the Extended Day Program Handbook and agree to follow the guidelines and policies included in this book.

Signature  
of Parent or Guardian: \_\_\_\_\_

I have paid the registration fee, completed the emergency information and I would like my child(ren),  
\_\_\_\_\_,  
to start attending the Extended Day Program on  
\_\_\_\_\_.

My child(ren) will be attending the  
Extended Day Program the week of \_\_\_\_\_  
on the days that are checked:

\_\_Mon. \_\_Tues. \_\_Wed. \_\_Thurs. \_\_Fri.

\*Also write a note to your child's teacher with this information\*

## **ATTENDANCE**

*For record keeping purposes, times will be recorded on an attendance sheet. When picking up a child from the Extended Day Program, you must sign your name next to the time your child is leaving.*

## **DROP-IN CARE**

*Drop-in care for St. Sylvester Students is available by calling the school office (412-882-9900) at least one day in advance. The \$25 annual registration fee is also required for this service.*

## **CLOSINGS**

*The Extended Day Program will not be available on days that school is not in session. The program may close due to problems with the physical plant, school closing due to weather, emergency or other situations.*

## **REMOVAL FROM PROGRAM**

*Your child will be removed from the program for lack of payment, discipline problems, or not following the policies in this handbook.*

## **HOURS**

*Hours are from 2:45 P.M. – 6:00 P.M. every day school is in session, and from 11:30 P.M. – 6:00 P.M. on early dismissal days. The Extended Day Program will not provide service on the first 2 and last 2 days of the school year.*

## **LOCATION**

*The Extended Day Program is located in various classrooms within St. Sylvester school.*

## **SCHEDULE**

*The daily schedule includes: quiet time (homework, computers, crafts), snack, outdoor play, and inside activities.*

## **CAREGIVERS**

*Our care-givers include certified teachers from St. Sylvester School.*

## **SNACK**

*Parents send in a daily snack for their child. Drinks will be provided.*

## FEE SCHEDULE

*The cost is \$6 an hour for 1 hour of care,  
(3:00 P.M. - 4:00 P.M. = \$6)  
\$5 an hour for 2 hours of care,  
(3:00 P.M. - 5:00 P.M. = \$10)  
and \$4 an hour for 3 or more hours of care.  
(3:00 P.M. - 6:00 P.M. = \$12)  
An early dismissal day is when 3 or more hours  
of care occur.  
Any part of an hour is charged as an hour.*

## LATE FEE

*Our rates increase considerably after the 6:00  
P.M. closing time. A \$5 late fee will  
assessed for each child for every 15 minute  
interval after 6:00 P.M. This fee must be paid  
immediately to the caregiver.*

## REGISTRATION FEE

*A \$25 annual registration fee is required for  
each family using any of the Extended Day  
Program services.*

## WEEKLY PAYMENTS

*At the end of each week, a weekly statement will  
be given to you to be paid in full by Monday  
morning (or the first day of school for that week).  
If the balance is not paid by this time, you will be  
notified that your child will not be  
permitted to attend the Extended Day  
Program.*

## WEEKLY SCHEDULE

*Included on the weekly statement is a weekly  
schedule that must be completed for each child.  
ALSO A WRITTEN NOTE WITH THIS SCHEDULE  
IS TO BE GIVEN TO YOUR CHILD'S TEACHER  
EACH WEEK. If your child is absent on a  
scheduled day due to illness or emergency, you will  
not be charged.*

## EMERGENCY INFORMATION

*An application and emergency information form must  
be filled out for each child enrolled in the Extended  
Day Program before attending.  
Authorization of who may or may not pick up a  
child is made clear on this form and is followed by  
the caregivers without exception.*