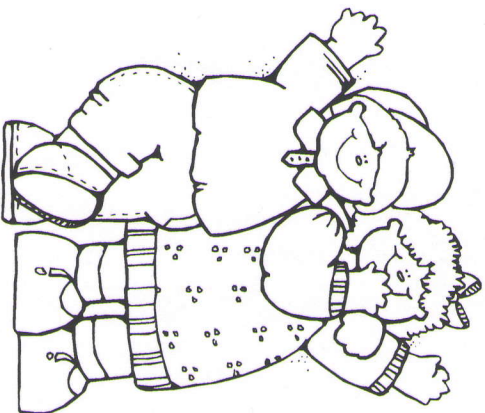


St. Sylvester School
2011-2012

Extended Day

Program



HANDBOOK

HOURS

Hours are from 2:45 P.M. - 6:00 P.M. every day school is in session, and from 11:30 A.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.

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.

St. Sylvester School

2011-2012

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