

SAINT JOSEPH ACADEMY

131 EAST FORT LEE ROAD - BOGOTA, NEW JERSEY 07603

2018-2019 AFTERNOON EXTENDED CARE PROGRAM

Dear Parent(s)/Guardians(s):

St. Joseph Academy **Extended Care Program** was established to provide a service to the parents of children attending our school. The phone number for the after care program from 3 – 6 p.m. is **(201) 803-2550**.

The program consists of Extended Care and Homework Time, along with other activities. Qualified personnel and other supervisors, who have been in the program since its inception, supervise all aspects of the program. The program rules are attached.

The program will start the first full day of school – Monday, September 10, 2018

Students may use the Afternoon Extended Care program from 3:05 – 6:00 p.m.

Fee Schedule

<u>Per Diem</u>		<u>Monthly</u>	
1 child	\$ 20.00	1 child	\$200.00
2 children	30.00	2 children	300.00
Each Additional Child	\$10.00	Each Additional Child	\$100.00

*You will be billed by the Rectory Office at the **end of each month** for those families utilizing a monthly fee schedule as well as for those families utilizing the per diem fee schedule. Checks should be made payable to St. Joseph Academy.*

Any child not picked up at the end of the school day will be sent to the Extended Care Program. The parents will be charged the daily rate. Once a child has entered the program, he/she is considered there for the day, regardless of the amount of time they have stayed.

All children must be picked up by 6:00 p.m. A Late Fee of \$10.00 will be charged for each additional (15) fifteen-minute period that the child remains after 6:00 p.m.

Children will be released only to their parent(s) or to a designated representative, whose name is listed on the registration form and who will sign the child/ren out for the day. It is imperative that all telephone numbers are current. If there are any changes, you must inform the after-care program of this fact. ***The children will be picked up from the Kindergarten entrance or the Pre-K entrance, depending on the age of the child.***

Verbal messages brought by the children from a parent to staff **cannot be accepted**. Communicate requests in writing only.

“MIDDLE STATES ACCREDITED”

Please notify the staff, in writing, of any unusual event or deviation from regular home routine, such as a change in carpool or going home with a friend at the end of the Extended Care Program.

Due to the number of students in aftercare, changing from the school uniform into “play clothes” will not be allowed, unless your child will be going immediately to another activity, which would require a certain type of “dress”, i.e., Karate, Ballet class, Basketball etc”.

If your child/ren have food allergies, you are responsible for bringing in their snack. The safety of your child is of prime concern, and it is impossible for those in the program to be aware of all food ingredients to which your child could be allergic. Children may not bring toys, games, etc. to the Extended Care Program.

General Schedule of Activities

3:05 – 3:30 p.m.	settle - snack provided by school
3:30 - 4:30 p.m.	homework and quiet time
4:30 – 5:30 p.m.	supervised play
5:30 – 6:00 p.m.	clean-up, video or specific activity

Medication cannot be given unless a parent(s), accompanied by a doctor’s note, has made a written request. In case of illness while in the Extended Care Program, the parent or other designated person will be notified and should be able to make arrangement to **pick up their child as soon as possible**.

Safety is a major concern of the principal and staff. Each child is expected to behave in a manner that will ensure a safe and organized program.

- No one is permitted to strike, hit, or attack any other person for any reason.
- Arguments will be settled by discussion.
- Shouting and unruly behavior will not be permitted.
- Running will not be allowed in the classroom area.
- All children will be required to clean up after themselves. Any games, crafts, etc., must be put away after the child has finished with them.

Problems with behavior and damages to equipment or property will be settled at the discretion of the school Principal. Unacceptable behavior will be brought to the parent’s attention. If this behavior continues, a meeting will be set up with the parents and the teacher or adult aide. If the unacceptable behavior continues, the child will not be permitted to stay in the Extended Care Program.

We endeavor to continue the same Christian ideals, attitudes, and behavior that exist in the school and the parish community. With understanding and cooperation between parents and the school, we have a program that will benefit all, especially the children.

Sincerely,

Stella Scarano
Principal