

## **GUARDIAN ANGELS CATHOLIC SCHOOL**

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# **GUARDIAN ANGELS EXTENDED SCHOOL PROGRAM 2011 - 2012**

### **WHAT IS THE EXTENDED SCHOOL PROGRAM?**

The Extended School Program is a program fully licensed to provide care for one hundred (100) children. It is provided for families having children enrolled in grades K-8 in Guardian Angels Catholic School. It is a service for parents who are employed outside the home to assist them in the before-school and after-school care for their children. **THE EXTENDED SCHOOL PROGRAM IS NOT AVAILABLE ON A DROP-IN BASIS.**

### **WHEN IS THE EXTENDED SCHOOL PROGRAM CONDUCTED?**

The Extended School Program is conducted for the 2011-2012 school year from Tuesday, August 30, 2011 through Wednesday AM, June 6, 2012.

### **WHEN IS REGISTRATION FOR THE EXTENDED SCHOOL PROGRAM?**

The family registration form and a non-refundable \$10.00 Registration Fee must be submitted to the Parish Office (Rectory) no later than Wednesday, August 24th. Any future **permanent schedule changes must be submitted in writing and approved by the Program Coordinator.** If a family drops enrollment in the program and then reinstates at a later time, a \$5.00 Reinstatement Fee will be assessed.

### **HOW ARE CHILDREN SELECTED FOR THE EXTENDED SCHOOL PROGRAM?**

Enrollment is based on a first-come basis as registrations are submitted to the Parish Office. They will be logged in with the date and time of reception.

### **WHO CARES FOR THE CHILDREN?**

The Pre-School Director of the school is the Director of the Extended School Program. A Coordinator for the Extended School Program and adult staff responsible for no more than eighteen (18) children per adult will provide supervision.

### **MAY A FAMILY HAVE PARTIAL SERVICES FROM THE EXTENDED SCHOOL PROGRAM?**

Yes. It may happen that a family needs the Extended School Program services only on certain days of the week or at certain times each day – mornings and/or afternoons. In registering for the Program, the family contracts for the specific care time needed. It is expected in the Program planning that a child attends only on the contracted days. It is critical in personnel planning that the contracted services are followed.

### **IS THERE THE EXTENDED SCHOOL PROGRAM ON HALF DAY SESSIONS?**

No. The school has made effort to minimize the number of scheduled half days. Therefore, the Extended School Program will not be conducted on half day sessions.

**IS THERE THE EXTENDED SCHOOL PROGRAM ON DAYS WHEN SCHOOL IS NOT IN SESSION, SUCH AS FREE DAYS OR HOLIDAY RECESS?**

The Extended School Program is conducted only when school is in session. Families should plan ahead by consulting the annual school calendar to make other child care arrangements.

**IN WHAT ACTIVITIES ARE THE CHILDREN INVOLVED?**

Children are involved in structured and relaxed activities after school. The amount of a child's involvement is in relation to the length of time that the child is in the Program. As a rule of thumb, the children involved in the program from 3:10 PM until 6:00 PM have the opportunity for play time as well as study and homework time.

**IS THERE A SPECIAL ROOM FOR THE EXTENDED SCHOOL PROGRAM?**

Areas in the school are designated as the Extended School Program areas. These have been approved by the state licensing agency.

**WHAT ARE THE BEHAVIORAL EXPECTATIONS OF THE CHILDREN?**

Each child in the Extended School Program is a grade K-8 student of Guardian Angels Catholic School. The same "Student Expectations and Discipline Policy" guidelines as outlined in the **Parent/Student Handbook 2011-2012** will be adhered to and enforced.

**WHAT IS THE MINIMAL TIME THAT A CHILD MAY BE REGISTERED IN THE PROGRAM?**

A child may be registered for a minimum of one hour per day. The rate of the Extended School Program fees is based on hourly intervals. **Even if a family needs only a fraction of an hour**, fees are based on hourly intervals. **All fees are assessed according to the time contracted for the child.**

**WHAT IS THE PROCEDURE FOR RELEASING A CHILD AFTER SCHOOL?**

Parents report to the School Office and request the release of their child. All students must be "signed out" by the authorized responsible parent or adult.

**WHAT HAPPENS WHEN THE WEATHER IS INCLEMENT?**

During the regular after-school sessions students are involved in activities in the building.

**HOW ARE SNACKS OR BREAKFAST PROVIDED FOR THE CHILDREN?**

Realizing that the children are hungry breakfast and/or snacks are to be provided by the family for their child. The food should be nutritious and may have an appropriate beverage (drink box, etc.) By the family providing the refreshments, the cost for the program is greatly reduced.

**HOW DOES THE EXTENDED SCHOOL PROGRAM DEAL WITH EMERGENCY SITUATIONS?**

As a rule the procedures that govern emergency action with the school are followed by the Extended School Program. This is for inclement weather (such as a tornado warning) or in the case of an accident or sudden illness.

### HOW IS THE EXTENDED SCHOOL PROGRAM BILLED?

The Extended School Program is billed on a five-six week basis (approximately 30 school days) in order to reduce the bookkeeping expenses for the Program. Invoices are mailed to the home, with payments due within **ten days**. Staff is contracted in advance, therefore **no refund or discount is given when a child is not present at the contracted time**. The cost of this program is minimal and commitment for attendance is the only manner in which the program may function.

### WHERE SHOULD EXTENDED SCHOOL PROGRAM PAYMENTS BE MADE?

Extended School Program payments may be mailed or delivered to the **Parish Office (Rectory)** or to the **School Office**. The Extended School Program fee should be paid with a check payable to **Guardian Angels School** or with a VISA/MC Voucher. Checks returned for Non-Sufficient Funds (NSF) will be assessed a \$25.00 NSF Fee.

### HOW IS BILLING DONE?

Billing will be done on a five-six week basis (approximately 30 school days) for the previous period's services. **No rebates will be given for early pick-up or non-use**. Any late pick-up charges will be billed at the hourly rate. All payments are due within ten days of billing. Payments not received within ten days of billing will be assessed a **10% Late Payment Fee** on any unpaid balance at that time. **Non-payment will result in termination of the Extended School Program services until the billing is current**.

### PUNCTUALITY

The Extended School Program ends promptly at 6:00 PM. Due to the length of the school day for both the staff and students, tardiness cannot be permitted. **Any family with three late pick-ups in a marking quarter will be terminated from the Extended School Program**. A serious late fee is assessed for pick up after 6:00 PM. **Each ten minute interval after 6:00 PM is billed an additional \$10.00 per child**.

### OTHER QUESTIONS OR CONCERNS

If parents have questions or concerns, please direct them to the Extended School Program Coordinator. The Coordinator may be reached through the main office in the school at (248) 588-5545.

## EXTENDED SCHOOL PROGRAM FEE SCHEDULE 2011 -- 2012

<b>Drop-off Time</b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>	<b>4 Children</b>
6:45 – 7:45	\$ 3.55	\$ 7.10	\$ 10.65	\$ 14.20
<b>Pick-up Time</b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>	<b>4 Children</b>
3:10 – 4:00	\$ 3.55	\$ 7.10	\$ 10.65	\$ 14.20
4:00 – 5:00	\$ 7.10	\$ 14.20	\$ 21.30	\$ 28.40
5:00 – 6:00	\$10.65	\$ 21.30	\$ 31.95	\$ 42.60