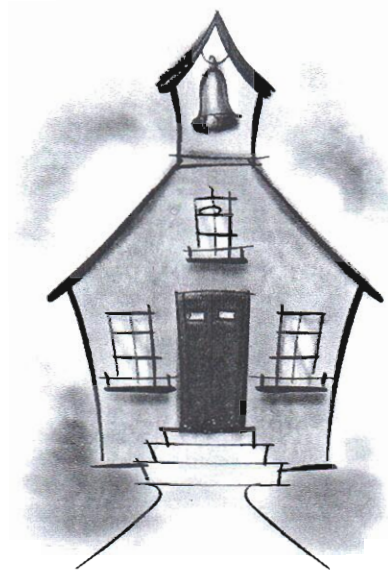




St. John Eudes School
Extended Day Care Program

2011 - 2012

INFORMATION PACKET



9925 Mason Avenue, Chatsworth CA 91311
(818) 341-1454 or (818) 341-3830



ST. JOHN EUDES SCHOOL

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Introduction

Increased economic and social pressures have made it necessary for parents to work. Balancing this need to work with the need to spend time with their children is a difficult task and has oftentimes been challenging. Parents realize that the care given in their absence is vital to their child's health and security, as well as their own peace of mind. In selecting child care services, parents search for a convenient, affordable, safe environment, with caring adults who can give personal attention to their children and provide activities that are enjoyable as well as age-appropriate.

This is the reason why St. John Eudes School is pleased to offer the Extended Day Care Program (EDCP) to our working parents. The purpose of this program is to provide a high quality, affordable program in a safe, wholesome and caring environment for its students before and/or after school hours. Since this program is an extension of the school day, its design is supportive of the policies and procedures stated in the SJE Parent-Student Handbook.

The program is a highly supervised, loosely structured program. Children may select from various activities; homework/quiet time, computer lab, library time, indoor or outdoor play, projects and arts and crafts.

ADMISSION POLICY

The program is offered to all students Kindergarten through Eighth Grade who are currently enrolled in St. John Eudes School. Priorities of acceptance into the program are as follows:

1. Returning Extended Day Care students
2. Siblings of returning Extended Day Care students
3. Kindergartners
4. 2nd through 8th Graders

DAYS AND HOURS OF OPERATION

Extended Day Care is offered only when school is in session. A calendar of dates when school is in session can be found in the SJE Parent-Student Handbook. A reminder on No School, No EDC dates will also be given to parents at the beginning of each month with the EDC monthly newsletter and calendar.

Morning Care Hours	6:45 a.m. – 7:35 a.m.
Afternoon Care Hours	2:40 p.m. – 6:00 p.m.

FINANCIAL OBLIGATIONS

Annual Registration Fee

Parents/Guardian shall pay a **non-refundable** annual registration fee of **\$50 per child** on the enrollment date. This payment shall apply to the ten month school year. If the parent/guardian decides to withdraw the child (ren) from the program, any month in the ten month school year, a registration fee of \$50 per child will be due when the child (ren) returns to the Extended Day Care Program (EDCP).

Drop In Rates

Morning care drop-off fee is \$8 per day per child. Afternoon care drop-off fee is \$10 per hour or any part of that hour per child. All **drop-in fees will be billed monthly and are due the 1st of the month. If not received by the 5th, a \$25 late fee will be assessed.**

EDC Tuition

The EDC tuition for basic services shall be due on the first of each month. A **late payment fee of \$25** will be applied for payments made **after the 5th of the month**. The rates for basic services per month are as follows:

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>
Monday to Friday (A.M. only)			
Sept. to Nov.	\$70/mo.	\$85/mo.	\$105/mo.
December only	\$45	\$60	\$80
Jan. to May	\$70/mo.	\$85/mo.	\$105/mo.
June only	\$45	\$60	\$80
Monday to Friday (P.M. only)			
Sept. to Nov.	\$180/mo.	\$205/mo.	\$235/mo.
December only	\$105	\$130	\$165
Jan. to May	\$180/mo.	\$205/mo.	\$235/mo.
June only	\$105	\$130	\$165
Minimum Day (Friday/Shortened Day) *			
Sept. to Nov.	\$60/mo.	\$85/mo.	\$105/mo.
December only	\$35	\$60	\$80
Jan. to May	\$60/mo.	\$85/mo.	\$105/mo.
June only	\$35	\$60	\$80
Non-Refundable Registration Fee	\$50/child		
Drop-In Rates			
Morning Drop-In	\$8/child		
Afternoon Drop-In	\$10/hour or any part of the hour per child		
Late Payment Fee	\$25		
Late Pick-Up Fee	\$5/min. after 6:00 p.m. per child		

* This day care service option is made available for parents who cannot pick-up their child(ren) at 12:50 p.m., but can pick-up at normal dismissal time (2:50 p.m.).

Failure to pay the EDC tuition for 30 days will result to the child's/children's withdrawal from the program.

Late Pick-Up Charges

A late pick-up fee of \$5 per minute per child shall be applied after 6:00 p.m. The parent/guardian or authorized person shall **pay the late pick-up fee the same day the late pick-up fee has been assessed.** If the child is picked up late more than three (3) times in a thirty (30) day period, the Extended Day Care Program Coordinator will notify the parents/guardians of the fact that their child's enrollment in the program may be terminated.

Method of Payment

Payments for the program may be made by check or money order payable to St. John Eudes School, or cash. **Payments are to be mailed directly to the SJE School accounting office.** There will be a \$25 service charge for returned checks in addition to other amounts due.

STAFFING

The student:adult ratio for the Extended Day Care Program is 15:1, and two or more staff members are present at all times. Provisions are made for adequate adult supervision at all times.

DAY CARE FACILITY

The Extended Day Care is located at the SJE Parish Hall, where the children have easy access to the school's playground, computer lab, library, restrooms, football field, and eating area. The hall is also equipped with a fully functional kitchen for cooking projects and afternoon snacks for the children.

PROGRAM COMPONENTS

There are two main divisions for this program – morning and after school care. The Extended Day Care is highly supervised and offers a structured program which includes organized, age-appropriate activities that are socially, mentally and emotionally developmental for students. Children may choose from various activities – homework/quiet time, conversation with peers, indoor or outdoor play, computer lab time, library time, projects and arts and crafts.

Morning care activities include indoor or outdoor play and arts and crafts.

Parents must provide snacks for students enrolled in the after school program Mondays through Thursdays. Students will only be given snacks on Fridays or the last day of the week. Parents may also choose to send additional snacks with their child(ren) in case they get hungry during the later course of the day.

Mondays - Thursdays, 3:30 p.m. – 4:30 p.m. is designated as homework time. During this time, students are encouraged to do as much homework as they can either in the computer lab, the library or the parish hall.

After 4:30 p.m., the students have the option to continue doing homework, do projects, arts and crafts, play indoors or outdoors, or simply talk with their peers.

Board games and toys may **NOT** be brought from home to the Extended Day Care Program.

On Fridays and shortened days, the children are **required to bring their own lunch**. Activities are more loosely structured. After lunch the children have the option to play outdoors, or socialize with their peers. Fridays or the last day of the week are movie and field/blacktop days. By 2:00 p.m., "G" Rated movies are shown.

SIGN IN/OUT PROCEDURES

All students must be signed in/out by a parent/guardian or authorized adult (18 years of age or older) indicated on the child's Extended Day Care Student Release Authorization, in the presence of a day care staff. In an ***emergency situation***, a parent may give ***temporary permission*** for the child to be picked up by someone other than persons on the release form. The parent/guardian must call the EDC office at 341-3830 or the school office at 341-1454 to inform the staff of who is going to pick up the child(ren). The authorized person must **be ready to present a valid form of identification** to the EDC staff.

If a child registered in EDC comes to school but is not going to EDC, the parent/guardian must inform the school office. Parents should also inform the EDC staff if their child is participating in any after school activity (choir, sports, tutoring, enrichment classes, Girl Scout meetings, etc.

For Morning Care, parents must accompany students to the Extended Day Care and sign the child in.

For After School Care, Kindergarten children should be supervised from their classroom to the SJE Parish Hall for the Extended Day Care. Students in Grades 1 to 8 may be released to go immediately to the SJE Parish Hall to be signed in by the EDC staff. It is the child's responsibility to **report to and sign in before proceeding to after school activities** like after school sports, tutoring, choir practice, enrichment classes and meetings. The EDC personnel will take attendance of all registered students. The child must return to the Extended Day Care immediately following the completion of that activity.

HEALTH AND SAFETY

Parents are required to submit the required forms with information listing the persons authorized for student release, names and phone numbers of doctors/dentists, medical alerts (allergies to types of medication, food, insect bites, etc.). These are to be kept on file in the EDC office.

If a child shows signs of illness or is injured during the Extended Day Care Program, the parents/guardian will be notified immediately.

PICK UP PROCEDURES

To ensure the safety of SJE students, parents picking up their children from the Extended Day Care before 5:00 p.m. must park on the Mason Avenue parking lot and walk to the SJE Parish Hall (EDC Room). At this time, the Lassen St. parking lot is being used for after school sports. After 5:00 p.m., parents/guardians may park and pick-up at the Lassen Street parking lot.

EXPECTATIONS

Extended Day Care is a privilege, not a right. Since the Extended Day Care Program is an extension of the regular school day, the same expectations for cooperation by students and parents are assumed. School rules apply in EDC. Families who consistently violate the policies and procedures of the Extended Day Care Program will be dismissed from the program by the Principal.

Parent responsibilities include:

- Completion of all Extended Day Care Program forms – Student Release Authorization, Family Agreement, Medical Release, etc.;
- Support for program policies and procedures;
- Cooperation with Sign In/Sign Out procedures;
- Collaboration with the Principal and Extended Day Care personnel;
- Meeting all financial obligations in a timely manner.

Student responsibility includes:

- Respect for all staff, students and property;
- Use of appropriate language and voice level;
- Participation in all Extended Day Care Program activities;
- Keeping the day care room clean and neat;
- Avoiding wastage of food and craft materials used in the program;
- Consideration for others – sharing, taking turns, etc.;
- Following Extended Day Care Program rules;
- Asking permission of staff for restroom use;
- Remaining inside the Extended Day Care areas and staying with the group.

Discipline guidelines, including rules and consequences are established by the EDC personnel and clearly communicated to students, staff and parents. In extreme cases, a student may be asked to withdraw from the Extended Day Care Program.

CHANGES IN CONTACT INFORMATION

Parents/guardians are requested to provide written notice to the program coordinator within two (2) days of any change in the parent's/guardian's mailing or work addresses.

Parents/guardians are also requested to provide immediate oral notice followed by written confirmation of any change in telephone numbers (home, work, cell and pager).