

## **EXTENDED DAY CARE HANDBOOK**

Dear Parents/Guardians,

The following material is presented as an “Ongoing Handbook” for the St. Veronica’s Extended Day Care Program. We have tried to include all information considered important to your child’s safety and for the basic operation of the program, but we realize some things may have to be modified or changed. As the year progresses, you, too, may have some ideas which should be included. We welcome your suggestions as we work together to make this a happy and worthwhile experience for both child and family.

The Extended Day Care Program Staff

### **The St. Veronica’s Extended Day Care Program**

Open from 7:00 a.m. and closing at 6:00 p.m. each school day, the Extended Day Care Program provides professional care, supervision, recreation and some enrichment activities. It serves working families who desire both Catholic Education and supplementary day care in a Christian environment for children enrolled at St. Veronica’s School in grades Kindergarten to Eight.

The Extended Day Care Program is staffed by experienced and committed teachers/teacher-aides. These people, employed on a full-time basis, work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others is realized.

Fees are the sole support of the St. Veronica’s Extended Day Care Program. It is not subsidized by the school or the parish.

The structure of our program may evolve over the course of the year. However, basically the children will have a snack after regular school hours, homework time and play time. On bad weather days, a video may be viewed. Older children should keep in mind that it will be suitable for all ages.

**THANK YOU** for your support and cooperation here at St. Veronica School.

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## **Important Parental Responsibilities**

### **Emergencies/Safety**

With the children's safety and well-being in mind, it is most important that the parent/guardian fill out an emergency card, and then adhere to the instructions given. Please keep your child's emergency card information current.

Parents or guardians should not take the children from the Program without notifying the staff and signing the child out. Enclosed please find a form, permitting certain people to pick up your child/children from Extended Care.

Again, for your child's safety, your child will not be released to anyone other than the parent or guardian **without the written permission of the parent/guardian.**

When school is closed, so is Extended Day Care a.m. and p.m. whether it is a holiday or an emergency closing.

If the school has a delayed opening the morning day care (from 7:00 a.m. to 9:00 a.m.) will also have a delayed opening, from 9:00 a.m. to 11:00 a.m.)

If there is an emergency early closing/dismissal of the school, you will be notified directly or through the school emergency phone chain. In that case, no afternoon Extended Care will take place.

In the event that there is an early dismissal, it is the parent's responsibility to notify the school as to how you plan for your child to go home.

### **Pick-Ups**

A log will be kept for the sign-out times for proper assessment of fees.

**Pick-ups must be promptly by 6:00 p.m.. A late pick-up due to unforeseen circumstances or those beyond your control is understandable. Our phone number is (732) 364-4130 X: 229 in case you are running late. However, habitual late pick-ups will result in an additional fee, per late pick-up based on the hourly fee charges, as well as a \$25.00 fine.**

**Please know that if your child is not picked up by 6:00 p.m., your child/children will wait in the convent until you arrive. (a note will be posted on the Extended Care door)**

We ask that you park on half days in the parking lot, not near Rainbow Patch, due to the fact that that Pre-school is in session until 3:15 p.m..

**Fees**

Regular and prompt payment is necessary to assure continuation of our program, personnel, supplies, etc. Fees are to be paid on a weekly basis. In the case of drop-ins, fees are to be paid on the day of service.

There will be a \$10.00 charge for returned checks.

**Drop-Ins**

If you only occasionally need our service or only one or two days a week, but not consistently, send a note to your child’s teacher notifying the teacher what day your child will attend.

**Special Provisions and Procedures**

**Toys From Home**

It is requested that children not bring toys from home.

**Termination**

Extended Day Care Program services to the family and/or an individual child may be terminated after consultation with the school principal. Such cancellation of services will be given with one week’s written notice, and for the following causes:

.....abuse of Center hours (chronic late pick-ups)

.....non-payment of Extended Day Care Program fees

.....failure of the adult or child to respect the safety and rights of other individuals in the program.

**Expectations for Children’s Behavior**

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided.

In order to maintain a professional atmosphere, we ask that all staff members be addressed as adults - that is, “Mrs. ....”. Informal use of staff members’ first names by students is inappropriate in the school setting.

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## SOME HELPFUL HINTS

The Extended Day Care Program will be held in the Rainbow Patch building. It is the first classroom on the left. You may pick up your children at the side entrance to Rainbow Patch.(Play area)

Please send **an extra snack and drink** on days your child will be in Extended Day Care. This applies to both a.m. and p.m.. Also lunch and a snack should be sent in on a half day.

Send a gym bag with a change of clothing and shoes. On gym days, gym sweats etc., will be fine.

If your child would like to bring in cookies or pretzels to share with children in Extended Care, please feel free to do so.

We usually have several parties throughout the year (like Christmas, Valentine's Day, Easter, etc.). A sign-up sheet will be posted in our classroom for items for these parties.