

# ***Holy Family School Extended Day Programs***

## ***MORNING PROGRAM***

The Holy Family School Extended Day Morning Program serves Holy Family School students Kindergarten – Grade 8. The before school program is open from 7:00 a.m. – 8:10 a.m. Drop off is at the main door located in the parking lot of Holy Family School. Participation in the Extended Day Program is a privilege. Any student who interferes with the ability of others to enjoy the program may be dismissed from the program after consultation with the Principal, the director of the program and/ the Pastor. All rules and regulations as outlined in the Holy Family School Student/Parent Handbook are in affect.

## **Policies**

### **Attendance**

Staff is hired based on the number of students. Please send a note to the office addressed to the Director of the program to give proper notice of attendance. ***Parents are charged for the entire month.***

### **Behavior**

Students are expected to be respectful of fellow students, staff, and property. Any student being destructive or disrespectful will have a note sent home. Parent/guardian will be required to sign and return the note. Three notices may result in suspension from the program for a period of three scheduled days. Any student harming another student may be subject to immediate suspension from the program without notice.

### **Snow Days**

When school is cancelled there is no Extended Day Program. If a one-hour delay is announced, the before- school program will begin at 8:00 a.m. If a two-hour delay is announced, the program will begin at 9:00 a.m.

## **Payment/Fees**

### **Registration**

There is a one-time per year registration fee of \$20.00 per student

### **Before School Program**

7:00 a.m. – 8:10 a.m.

\$100.00	fixed rate per month for 5 days
\$ 80.00	fixed rate per month for 4 days
\$ 60.00	fixed rate per month for 3 days
\$ 40.00	fixed rate per month for 2 days
\$ 20.00	fixed rate per month for 1 day

Breakfast (payable per day) is available. Please note this price is subject to change.

All payments are due on the first of the month your child is to attend the program. Checks are to be made payable to Holy Family School. All accounts must be kept current to facilitate the operational needs of the program.

## ***AFTER SCHOOL PROGRAM***

The Holy Family School Extended Day After School Program serves Holy Family School students Kindergarten – Grade 8. The after school program is open from 3:00p.m.- 5:30p.m. On Monday, Tuesday the program will be held in St. Joseph Center and on Wednesday, Thursday and Friday the children will stay in Holy Family School.

Participation in the Extended Day Program is a privilege. Any student who interferes with the ability of others to enjoy the program may be dismissed from the program after consultation with the Principal, the director of the program and/or the Pastor. **All rules and regulations as outlined in the Holy Family School Student/Parent Handbook are in affect.**

### **Policies**

#### **Attendance**

Staff is hired based on the number of students. Please send a note to the office addressed to the Director of the program to give proper notice of attendance. **Parents are charged for the entire month.**

#### **Behavior**

Students are expected to be respectful of fellow students, staff, and property. Any student being destructive or disrespectful will have a note sent home. Parent/guardian will be required to sign and return the note. Three notices may result in suspension from the program for a period of three scheduled days. Any student harming another student may be subject to immediate suspension from the program without notice.

#### **Snow Days**

When school is cancelled there is no Extended Day After School Program.

#### **Early Dismissal**

When students are dismissed early, there is no after school program

#### **Homework**

We do offer time every day for children to do homework, but we are not responsible for finishing homework with any child.

#### **Snack**

Children should bring a snack and drink.

#### **Clothing**

Children may bring a change of clothes. They must be able to change themselves. Staff can not help change.

#### **Games and Toys from Home**

The staff is not responsible for toys brought from home. If children bring toys from home it is their responsibility to keep track of them.

**Medical**

If your child has medical concerns such as asthma, allergies, or other needs, please make this known to the staff. Medications can not be administered. If your child needs an inhaler or Epipen an extra one will need to be sent in to keep at the after school program.

**Dismissal**

Your child will be released to only those that you have listed the Emergency/Transportation form that you will return the first week of school. If for any reason, someone other than those listed will be picking up your child, you must send a written note with your permission to release your child to that particular person. We will not release your child without your written consent.

On Monday, Tuesday please pick up your child at the St. Joseph Center across the parking lot from the school. On Wednesday, Thursday and Friday please pick up your child at school. Please come to the door facing the parking lot and ring the bell.

**Late Pick Up**

If you pick up your child after 5:30pm you may be charged a late fee.

**Payment/Fees****Registration**

There is a one-time per year registration fee of \$20.00 per student

**After School Program**

3:00 p.m. – 5:30 p.m.

\$200.00	fixed rate per month for 5 days
\$160.00	fixed rate per month for 4 days
\$120.00	fixed rate per month for 3 days
\$ 80.00	fixed rate per month for 2 days
\$ 40.00	fixed rate per month for 1 day

All payments are due on the first of the month your child is to attend the program. Checks are to be made payable to Holy Family School. All accounts must be kept current to facilitate the operational needs of the program.

## Holy Family School Extended Day Program Registration

Family Name: \_\_\_\_\_

Child's Name (First & Middle)	Grade	Date of Birth	M/F

### Morning Program Registration Information

Schedule	Please Choose Your Days:
5 days per week	
4 days per week	
3 days per week	
2 days per week	

### After School Program Registration Information

Schedule	Please Choose Your Days:
5 days per week	
4 days per week	
3 days per week	
2 days per week	

### Address & Family Contact Information

Parent/Guardian Name		
Street Address/Town		
Mother/Guardian Home Phone	Work Phone	Cell Phone
Father/Guardian Home Phone	Work Phone	Cell Phone

### Emergency Contacts

Primary Emergency Contact/Phone Number
Secondary Emergency Contact/Phone Number

### Allergies/Special Health Considerations/Prescription Medications Taken

Parent Signature & Date: \_\_\_\_\_