

St. Rita School Extended School Program E.S.P.

The Extended School Program (E.S.P.) of St. Rita Catholic School strives to construct an enjoyable atmosphere with varying activities, including board games, outdoor play, art activities and homework time in a Catholic-enriched, loving environment. The program's supervisor and staff members are experienced and trained adults who report directly to the school administrator. The children are served a nutritious snack each day.

ADMISSION POLICIES

St. Rita Catholic School students enrolled in Grades Pre-K4 through 8th grade (PK3 students for morning registration only) are eligible to be enrolled in the E.S.P. during the school year. Each participating family must complete a registration form each year. There is a \$20.00 non-refundable family registration fee due when the form is completed. Children from families who have not filled out the registration form will not be accepted into E.S.P., and all families, including coaches and other parent volunteers, are required to pay for this service regardless of the amount of time spent in the E.S.P.

DAILY ARRIVAL

A child in the St. Rita Catholic School E.S.P. needs to be accompanied by his/her parents/guardians each morning when he/she is checked into the E.S.P. The parents/guardian will be responsible for signing the child in for the day and entering the time the child arrives. The child will remain in the E.S.P. until 8:10 at which time he/she will walk to his/her classroom. The E.S.P. will be in session on days when school is in session for a half day. The E.S.P. will not be in session when school is not in session, including emergency days off.

DAILY RELEASE

A child in the E.S.P. will be released only to his/her parents/guardians or to an individual who has been authorized by the parents/guardians to pick up the child. Parents/guardians or the authorized person is required to sign the child out when picking him/her up in the afternoon. Pick up is through the cafeteria doors, not through the main doors of St. Rita Catholic School. *Students with no pick-up arrangements by 3:10pm will automatically be sent to E.S.P. and billed accordingly.*

HEALTH FORMS & SAFETY

Parents/guardians or their emergency designates will be called if a child exhibits signs of illness or is injured during the E.S.P. period.

Medication will be dispensed by trained St. Rita Catholic School office staff until 3:30 p.m. each day. Just a reminder that all medications must be in its original container marked with the child's name. The medication will be kept locked in the school office. If other arrangements are needed, please notify the E.S.P. Supervisor.

HOURS OF E.S.P.

The E.S.P. is available for St. Rita Catholic School students only on all school days from 6:45 a.m.-8:10 a.m. and from 3:00 p.m. – 5:30 p.m. On early dismissal days, the E.S.P. is available from time of dismissal until 5:30 p.m.

RESPONSIBILITIES OF EACH CHILD

- 1) Abide by the rules of good behavior to prevent harm to self or others.
- 2) Respect all staff members, other students and all property.
- 3) Share equipment and facilities with others.
- 4) Remain with a staff member at all times & notify him/her when going to another place.
- 5) Come to E.S.P. immediately after school unless parents/guardians have informed the staff of other plans.
- 6) Dress appropriately for indoor/outdoor play.
- 7) Learn to accept consequences for inappropriate actions.

If a child violates these standards, we will first take action by removing the child from the group and seating him/her for a TIME OUT period. If the child does not respond to this and the problem behavior persists, the parents/guardians will be called in for a conference with the principal and the E.S.P. supervisor. Should there continue to be problems, a second conference will be arranged with the principal and at that time the child may be dismissed from the E.S.P.

E.S.P. FEES

Registration Fee: \$20 per Family (Must accompany registration form)
Daily Fees: \$3.20 an hour per each child. (\$.80 per quarter hour)

Families will be invoiced monthly. Those not paying their fees on a timely basis will risk being dropped from the program.

Healthy snacks are included with the E.S.P. fee structure. These snacks are provided to each student in attendance on a daily basis. Also, on early dismissal days, a complete balanced and nutritious lunch is provided to each child scheduled to attend in addition to the regular snacks. The E.S.P. supervisor is Department of Health Food Certified and oversees the preparation of snacks/meals.

*THERE WILL BE A LATE FEE CHARGE OF \$5.00 FOR ANY PART OF A QUARTER HOUR
AFTER 5:30 P.M.
ADDITIONALLY, ANY CHILDREN REPEATEDLY PICKED UP LATER THAN 5:30 P.M. RISK
BEING DROPPED FROM THE PROGRAM.*

Updated 7/10

2011--2012
ST. RITA EXTENDED CARE REGISTRATION
\$20.00 Registration Fee

Child's Name _____ Sex _____ D.O.B. _____ Grade _____
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Child's Name _____ Sex _____ D.O.B. _____ Grade _____

IDENTIFICATION INFORMATION:

Mother's Name _____ Father's Name _____
Address _____ Address _____
Home # _____ Cell # _____ Home # _____ Cell # _____
Place of Employment _____ Place of Employment _____
Work # _____ Work # _____
Days Working _____ Hrs. _____ Days Working _____ Hrs. _____
Custodial parent (if applicable) _____

EMERGENCY INFORMATION

Physician _____ Clinic/Hospital _____
Address _____ Phone # _____
Dentist _____ Phone # _____
Medical concerns or limitations _____
Allergies _____ Medications _____

EMERGENCY CONTACTS OTHER THAN PARENTS IN IMMEDIATE AREA:

Name _____ Relationship _____
Home # _____ Work # _____ Cell # _____

Name _____ Relationship _____
Home # _____ Work # _____ Cell # _____

Name _____ Relationship _____
Home # _____ Work # _____ Cell # _____

Name _____ Relationship _____
Home # _____ Work # _____ Cell # _____

PERSONS AUTHORIZED TO TAKE CHILD FROM EXTENDED CARE

OTHER THAN PARENTS

Name _____ Relationship _____
Home # _____ Work # _____ Cell # _____

Name _____ Relationship _____
Home # _____ Work # _____ Cell # _____

PERMISSION STATEMENTS:

My child will arrive at Extended Care at approximately _____ A.M., and has my permission to leave for his/her classroom (properly accompanied) by the start of school. My child has permission to leave his/her classroom immediately after school and go to Extended Care. My child will be picked up to go home at approximately _____ P.M.

Signature of parent/guardian _____ Date _____

NOTE: 2011/12 Extended Care rate will be \$.80 per quarter hour (\$3.20 per hour).