

# St. Benedict Catholic School Extended Care

## Rules and Regulations

Phone: (419) 536-0744

### ATTENDANCE:

Attendance will be taken each day, for safety and security. The attendance sheet is kept for billing verification.

**THERE WILL BE NO EXTENDED DAY PROGRAM ON SNOW DAYS AND REGULARLY SCHEDULED SCHOOL HOLIDAYS OR TEACHER WORK DAYS.**

### SNACK:

Time will be provided each day for snack. Each student should bring their own snack. Bagged snacks are available for purchase for \$.50 each. Snack charges will appear on your Extended Care invoice for that week.

### CLOTHING:

The students will go outside (weather permitting). Please send another set of clothing with your child if they are in the preschool extended care in case of spills and/or accidents.

### DISCIPLINE:

All school policies, administrative procedures, and rules apply to the Extended Care Program. Persistent disciplinary problems are grounds for dismissal from the program.

### EMERGENCIES:

Emergency medical forms will be kept on site. You will receive registration and medical emergency medical forms the first day your child is in extended day. These forms must be completed and returned the **next day your child is in the program.** Students will not be allowed to continue in the program if the necessary forms are not on file.

Procedures for emergencies will follow regular school procedures.

### STUDENT PICK-UP:

Person picking up children must enter the building. No children will be allowed to exit the building without an adult. When entering the building, please use the identified extended day care doors. Write the time the child is picked up and sign your name to the attendance sheet so there is a record on file of who picked the child up. If someone other than the person who normally picks up the child is sent, prior notification must be made to the extended day care provider (419-536-0744). Please be sure that the person you are sending brings proper picture identification. The SCHOOL OFFICE (419-536-1194) must be notified if there is a specific individual who should **NOT** be picking up your child.

The Extended Care Program closes at 6:00 pm. Every effort must be made to pick up the children before that time.

### LATE PICK UP FEES WILL BE FINED AS FOLLOWS:

6:01 – 6:05	\$ 4.00
6:06 – 6:10	\$ 6.00
6:11 – 6:15	\$ 8.00
6:16 – 6:20	\$10.00
6:21 – 6:25	\$12.00
6:26 – 6:30	\$14.00

### LATE PICK UP FEES WILL BE ADDED TO YOUR NEXT INVOICE.

### BILLING:

Students attending extended care will be invoiced at \$3.25 per hour with invoices for Extended Care being sent home in the Thursday envelope of the following week. Payment is due by the following Monday. Balances overdue by 14 days will incur a \$5.00 late fee. Late fees will be added each week until the balance is paid. Families owing for more than 2 weeks of Extended Care Services will not be allowed to use the program until the balance is made current.

**St. Benedict Catholic School**

**Registration Form for Extended Day Care Program**

**School Year:** \_\_\_\_\_.

Student's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Sex: \_\_\_\_\_ Grade: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Birthday: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Parents: Mother: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Father: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

**IN CASE OF EMERGENCY WHEN PARENTS CANNOT BE REACHED, PLEASE CONTACT:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Student may only be released to the following:

1. \_\_\_\_\_ Phone: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_

3. \_\_\_\_\_ Phone: \_\_\_\_\_

**PERSON FINANCIALLY RESPONSIBLE:** \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Additional information (ie. Allergies, behavioral/emotional problems, likes, dislikes, physical restrictions, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE REPORT ANY CHANGE OF INFORMATION DIRECTLY TO THE  
EXTENDED DAY CARE PROVIDER**

