**SAINT BRUNO SCHOOL**

**A Good Place to Grow**

**91 Years of Excellence**

**1926-2017**

**Extended Day Care Program**

**Family Handbook**

**2017/2018**

4839 South Harding Avenue

Before and After School Phone

(773) 847-4020

j0289970

Registration in the Morning care and after school program is restricted to students enrolled in St. Bruno School. The forms must be filled out. These forms are required for all children whose parents use the programs.

**ST. BRUNO SCHOOL EXTENDED DAY PROGRAM**

**4839 S. Harding Ave.**

**(773) 847-4020**

**PROGRAM GOALS**

* **To provide assistance to working families**
* **To provide affordable and safe after school care under the supervision of competent, caring adults in a Catholic environment**
* **To help each child develop a spirit of cooperation and good sportsmanship, as well as independence and self-motivation**

**GENERAL INFORMATION**

**FEES**

1 Child $4.50 per Hour

2 Children $7.25 per hour

3 Children $10 per Hour

Fees are the sole support of the program --- it is not subsidized by the school or parish. Without support from fees, the program cannot exist.

HOURS

The before school program 6:45 am until 7:45 AM (7:30 -7:45 is billed as a ½ hour)

The Extended Day Program will run from dismissal (2:45 p.m. until 6:00 p.m.). on days when school is in session. After School care will be offered on most early dismissal days.

**FACILITY**

The Morning care and After school care are held in the St. Joseph Room unless otherwise indicated.

**PROGRAM/PROCEDURE**

* When the dismissal bell rings children will go directly to the St. Joseph Room with all their belongings. If a child does not start participation in the program at 2:55, due to attendance in another activity (e.g. Girl Scouts, athletics), it is the responsibility of the parent/guardian to provide for the child’s transport from the activity to the Extended Day Care Program. Extended Day Care personnel will not be responsible for students who are not in their care, until such students are delivered to their care by an adult sponsoring the activity in which they are participating. Billing for these students may not be disputed by parents (i.e. parents may not change the amount of time they are billed because their children report a different start time other than what is indicated on the bill).
* The program is structured to allow play and snack time. It is recommended that preschoolers through third graders leave a change of clothing with the coordinator. Older students may bring a change of clothes for their extended school stay if they wish.

There is an ample supply of games, puzzles, books and toys to occupy children. Students will be able to enjoy themselves and have the company of other children in a comfortable, safe surrounding with adult supervision. Students are not to bring valuable personal items (e.g. money, jewelry, collector’s cards, audio equipment, hand-held games). Extended Day Care personnel will not be responsible for lost, stolen or damaged articles and may confiscate such items as they disrupt the environment. Weather permitting, students will be allowed supervised time outside.

**SPECIAL PROCEUDRES AND PROVISIONS**

**Illness or Accident**

* First aide will be administered for minor causes. Medication will not be administered by any staff member, to any child, at any time
* In serious accident cases, the parents will be notified and instructions of parents will be followed. In immediate emergencies 911 will be called
* Parents will be expected to make provisions for taking sick children home. The Extended Day Program does not have facilities to care for sick children
* Complete information for those authorized to pick up sick children are to be listed on the Student Emergency Information form, found in the Appendix

**Expectations for child’s behavior**

As members of a Catholic and caring community, children are expected to respect the staff, each other, and the materials and environment provided. They must NEVER leave the premises without explicit permission of the staff. Such permission will be granted only by order of the parents and/or guardian. If a child does not meet with the expectations set in the Extended Day, they will not be permitted to participate in the program.

As adopted by the rest of the school, the Extended Day Program will follow Positive Behavioral Interventions and Supports (PBIS) protocol. PBIS is a framework or approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. The administration and teaching staff have come together to set expectations for the several different areas of the school building and will be using a universal and consistent approach to apply our expectations, with positive interventions and supports to reinforce what is expected.

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|  | **Expectation** | | |  |
|  | **Respectful** | **Responsible** | **Read** | **Voice Level** |
| **EXTENDED DAY** | * Enter quietly * Wait patiently and quietly in a single file line at check-in table * Use good manners * Respect others’ personal space and belongings | * Sit at assigned tables * Be a problem solver * Raise hand to ask permission to leave your seat or use the bathroom * Walk at all times | * Bring everything you need for Extended Day and for Home * Keep your area clean | 0-3 Based on location and Supervisor’s instructions |

|  |  |
| --- | --- |
| **Voice Level** | **Label and Explanation** |
| 0 | Silent |
| 1 | Whisper |
| 2 | Partner talk |
| 3 | Speaker Voice |
| 4 | Outdoor |

Those students who are found meeting or exceeding our common expectations are awarded “Blazer Bucks”. Each student will collect his/her Blazer Bucks and be responsible for their safe keeping until they have a chance to cash them in for various incentives based on their grade level. There will be grade level prizes, as well as school level incentives. All faculty and staff members will be carrying Blazer Bucks, and acknowledging positive behavior from all students.

**PARENTAL RESPONSIBILITES**

**EMERGENCY/SAFETY**

The safety and well-being of the child is ESSENTIAL. Parents are required to complete the Student Emergency Information form and the Releasing Children from the Extended Day Program form and adhere to the instructions. Should any information (e.g. phone numbers) change it is very important that the staff be notified of these changes and the changes are made on all forms. Please make sure any medical conditions are noted i.e.: Allergies, asthma etc.

* Parents or guardians should not take the child from the center without notifying the person in charge and signing the child out
* Parents or guardians may not call a cab, nor may they ask the staff personnel to call a cab, to have the child released. The request will be denied.

**RELEASING CHILDREN FROM THE EXTENDED DAY PROGRAM**

If anyone other than a parent/guardian is picking up the child, she/he must show photo identification (e.g. driver’s license, state identification card). The information must match the name of one of the person’s listed on the form or the child will not be released.

**BILLING PROCEDURES**

1. Billing is done on a weekly basis.
2. Invoices will be sent home with children on Tuesday of each week.
3. Payments are due on Thursday immediately following billing on Tuesday.
4. **In the event that a family becomes more than one month behind in payment, the coordinator will notify the school office. Your child /children will not be able to use the program. All billing and payments go through the School Office.**
5. Payments are to be made by cash, check or money order.
6. Checks should be made payable to St. Bruno School.
7. Payments are separate from tuition. The two payments cannot be combined. Please give separate checks or money orders.
8. Late charges are as follows: after 6:00 p.m. there will be a charge of $5.00 per child from 6:01 to 6:15. Employees will call the 8th District Police Department to pick-up a child whose parents have not arrived by 6:15 P.M.
9. **Billing will be done on the 1/2 hour.**

10. The before school program 6:45AM until 7:45 AM (7:30 -7:45 is billed as a ½ hour).

Standard billing-Please see fees.