

**ST. DOMINIC**

**EXTENDED**

**CARE**

**HANDBOOK**

**2011 – 2012**

## **ST. DOMINIC EXTENDED CARE STAFF**

The Extended Care is directed by Debbie Becker, a state certified person with twelve years of experience at St. Dominic's and eleven years experience in the Elmbrook School District whose primary focus is to provide a safe and fun environment for learning and play. The children relate to younger and older children in this facility in a supervised setting, which always reinforces the Christian values of kindness and fair play.

### ***Debbie Becker***

Extended Care Director

St. Dominic's School

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## **EXTENDED CARE AIDES**

Christa Voss

Sue Oberling

Mary Zinda

The Extended Care Aides are also certified or working toward certification.

## **ELIGIBILITY FOR EXTENDED CARE**

The children who are enrolled in St. Dominic School K-3 through eighth grade are eligible to use the Extended Care according to the following priority list:

1. Full time or part-time working parents of families that have used the Extended Care in the previous years.
2. Full time working parents of students new to the K-3 and/or K-4 and or K-5 program(s).
3. One parent working full time and one parent working part time of a student new to the K-3 and/or K-4 and/or K-5 program.

4. Full or part time working parents of school families that are requesting space in the Extended Care for the first time.
5. Families that request the Extended Care services, for any period of time during the day, for reasons other than employment.

**The Extended Care facility does not have adequate staff or equipment for children who are not “potty-trained”. You will be called if your child has an “accident”. Subsequent “accidents” will result in your child becoming ineligible for Extended Care until they are “potty-trained”.**

***SPECIAL NOTE FOR K-3:***

K-3 students will be able to attend Extended Care any day from 7:00 – 5:45.

## **DISCIPLINARY POLICY**

St. Dominic School’s disciplinary policy as described in the Parent Handbook will be the basis for the discipline in Extended Care. Should a child be deemed chronically disruptive to the functioning of the program, the child’s participation will be terminated.

## **SECURITY**

The door to the school, which is near the Principal’s office, provides the only access to the building during the day. There is a doorbell outside this door. When you ring the doorbell, you appear in the monitor and a buzzer sounds. Please open the door at the sound of the buzzer. There is a similar doorbell outside the door near the K-4 room on the Capitol Drive side of the building. This door is to be used before and after normal school hours and will be opened using the same procedure. We ask you to be patient with this security system, which is to provide the maximum security for all the children in St. Dominic School and Extended Care.

## **EXTENDED CARE FACILITY**

St. Dominic School has an Extended Care facility equipped with age-appropriate furniture and materials and numerous pieces of safe outdoor play equipment. The facility provides care for children before school from 7:00 – 7:40, during and after the school day from 7:40 – 5:45. The Extended Care

is only open on days when school is in session. If school closes unexpectedly during the day for any reason (i.e. snow storm) you will need to pick up your child. The children who take advantage of the Extended Care facility experience the benefits of an “extended family” with the additional stimulation for learning and recreation provided by their peers in this setting. When children have an opportunity to be friends with others of different ages, their horizon of experience is greatly increased and their acquaintance of the student personnel in the school is expanded.

## **EXTENDED CARE CURRICULUM**

The Extended Care reinforces the school’s philosophy of teaching Christian values. The curriculum provides a balance of structured and non-structured activities for the children. Fun learning activities are balanced with free play activities. The learning activities reinforce the teaching of the K-3, K-4 and K-5 programs. Computers are available in the Extended Care room to provide a variety of supervised learning experiences with this important tool.

## **STUDY TIME IN THE LIBRARY**

Students in grades 2 – 8 will be in the library for study time from 3:00 - 4:00 PM. A St. Dominic’s teacher will be in the library to assist students during this time. There will be other quiet options in the library such as reading and Accelerated Reader. Students will need to stay in the library until 4:00 PM or until they are picked up, whichever comes first. Parents and students, not Extended Care staff, are responsible for insuring homework is completed and done correctly.

## **FEES**

### **Registration Fee**

An annual registration fee of \$50.00 is required of any family using the Extended Care.

### **Before School cost**

The before school cost is \$5.00 for any portion of the time between 7:00 and 7:40 AM.

**Hourly Charge for Pre-Paid Scheduled Time  
From 7:40 AM – 5:45 PM**

The cost for any time less than 8 hours is \$5.50 per hour, as long as that time is scheduled and pre-paid according to policy. Any portion of an hour is counted as ¼ hour. *There is a one hour minimum.*

**The Full Day Cost**

The full day cost is \$44.00 for any time greater than 8 hours, as long as that time is scheduled and pre-paid according to policy.

**The After School Cost**

The after school cost is calculated at \$5.50 per hour as long as that time is scheduled and pre-paid according to policy. Any portion of an hour is counted as ¼ hour. *There is a one hour minimum.*

**Unscheduled Time (Overtime)**

Any time used that is not on your schedule or *a schedule that is not submitted on time* according to the Schedule Policy (except before school and late pick up) will be calculated at \$6.50 per hour. Please read the schedule policy carefully. Any portion of an hour is counted as ¼ hour. *There is a one hour minimum.*

**Late Pick Up Fee**

Any time after 5:45 is calculated at \$1.00 per minute. Any portion of an hour is counted as ¼ hour.

i.e.: 1 minute = \$15.00

16 minutes = \$30.00

The Extended Care is open from 7:00 AM.-5:45 PM.

If you realize you will be late, please arrange for your child to be picked up by the designated person on your Emergency Form. When this happens please call the Extended Care to inform the staff who will be picking up your child, and for security reasons, that person will be required to show a photo ID. The phone number is 262-783-7565, ext 285.

**Snack Fee**

The morning and afternoon programs include a snack and juice time. The snack and juice are provided by the Extended Care.

A yearly snack fee of \$125.00 per child is offered. The fee is due at the beginning of the school year. (This is the best option for those who plan to use Extended Care on a regular basis). This method simplifies the accounting task.

The other option is \$1.00 per child per day, based on your schedule. This fee is added on to your weekly or monthly schedule.

### **Milk for Lunch**

Milk is purchased through a “milk card” which is punched each day. The milk card is purchased through the school office. If your child prefers a juice box please send the juice box with your child’s lunch.

### **Employee Fees**

Employees using the Extended Care facility are required to pay the registration fee and snack fee.

### **Payment Methods, Statements and Past Due Accounts**

Any account that is 30 days past due will automatically receive a “Late Fee” charge of \$10.00 for each month that is past due.

Payments can be made by check or by ACH debit. Stop in Extended Care to find out more about ACH debit and complete necessary paperwork if you are interested.

Statements will be sent home or e-mailed once a month, at the end of the month as requested, or if there is a balance due. At this time all extra fees such as unscheduled time and snack fee for unscheduled days for that month need to be paid.

## **SCHEDULE POLICY**

*All Extended Care schedules and payments are due on the Thursday before the week of care by 3:30 PM. Payments for ‘scheduled time’ are due in advance at the time you submit your schedule.* In the case of shortened weeks, the schedule is due on the second last day of school in that week prior to care by 3:30 PM.

i.e.: If there is no school on Thursday or Friday, the schedule is due on Tuesday for the following week.

**Scheduling and billing are done at the same time each week. The schedules are extremely important to this process. The schedule and pre-payment holds your child's space in Extended Care and generates the lower hourly rate.** If we do not have a schedule for your child by the deadline, we must assume no care is needed for the upcoming week. Since there are often a high number of students using Extended Care, (especially after school) unscheduled space cannot be guaranteed. If extended care is requested after the scheduling deadline, and if space is available, it will be billed at the higher overtime rate of \$6.50 per hour. The \$6.50 per hour rate will be charged for any unscheduled time that your child is in Extended Care between 7:40 AM and 5:45 PM. The schedule is also needed in advance so the scheduling of staff can be accomplished for the week to come.

If you are going on a vacation, your schedule for the week you are returning must be submitted before you leave.

No credit is given for scheduled time if you or your child's plans change, or if your child is sick.

No credit will be given for scheduled time if there is a snow day or if school is canceled for any other reason.

For the safety of your child we will need a note or a phone call from you when your child's plans change.

Schedule forms are available in the Extended Care room, or we can e-mail you a schedule form that does the calculations for you and you can simply e-mail it to us. (Be sure to keep the blank form on your computer)

## **SUPPLY LIST**

Just as classrooms have supply lists, Extended Care has one also. It is available in the Extended Care room or on the Saint Dominic web site. [www.stdominic-brookfield.org](http://www.stdominic-brookfield.org)

## **LUNCH**

The Extended Care children eat their lunches in the Extended Care room. Each child is asked to bring a cold lunch. We ask that you send food that is

easy for your child to eat. Small children have trouble with food that comes in a tube and some things that require assembly, such as Lunchables. Milk is available (see fees). If your child prefers a juice box, please send the juice box with your child's lunch. Juice pouches are difficult for children to handle and are discouraged. The Extended Care room is a peanut free room. Please do not send peanut butter sandwiches or anything made with peanuts.

### NAPS

The Extended Care provides a "quiet time" for the children in the early afternoon.

### ILLNESS

If your child becomes ill during the time he/she is in Extended Care, you will be notified. **You are expected to pick up your child when you receive this notification.** It is very difficult for a child who is sick to continue to be in Extended Care. Please remember that if your child is sick and you give notice to the school of your child's absence, you will need to give notice to Extended Care as well. If your child goes home sick from school, you need to notify Extended Care that your child will not be in Extended Care. No credit is given for sick time.

### MEDICATION, ALLERGIES & INJURIES

It may be necessary, on occasion for the Extended Care Staff to administer medication to a child. The parent needs to complete a permission form that remains on file in Extended Care. If the medication requires refrigeration please inform the staff. Please remember to pick up medication at the end of the day.

It is important to let us know of any allergies your child has.

**The Extended Care room is a peanut free room.**

If your child is injured during the course of the Extended Care day you will be notified.

## **SEPARATION AND DIVORCE**

In the event that your family finds itself in separation or divorce, please give a schedule to Extended Care as to who will be picking up the children each day of the week. We need to be informed of last minute changes to help the children deal with those changes. We find that children can be confused if they are visited by the “one parent” on the day pick up is scheduled for the “other parent”. Our major concern is to avoid confusion and insure the happiness and welfare of all the children in our care. Please work with us to keep your children happy and safe.

## **TOYS**

The Extended Care rooms have a good supply of toys, computers and computer programs. The Extended Care asks that children do not bring toys or stuffed animals from home. If there are other circumstances that require your child to have a familiar item from home, please discuss this matter with the Extended Care Staff.

## **CLOTHING**

VERY IMPORTANT! Due to health concerns, except for K-3 and K-4, students may not bring coats, hats, scarves or any other clothing items to Extended Care after school. They need to remain in their locker until they leave the building.

The parents of K3, K4 and K5 children are asked to keep a complete change of clothing in their backpack, in a ziplock bag clearly marked with the child’s name. As seasons change, make sure your child’s change of clothes is appropriate for the current weather.

Please keep in mind that your child is much more comfortable in sensible play clothes. Some days are dress-up days for church or other events. Feel free to send a change of clothing on these days. Also, shoes that are slippery or come off easily are more hazardous on playground equipment.

The Extended Care will go outside to play when it is possible.

It is very helpful to mark everything with your name. In winter with boots, mittens and snow pants this is especially important.

We discourage the wearing of jewelry. i.e. necklaces, rings and earrings.

## **ATTENTION GRANDPARENTS**

Give your adult children the gift of time. Extended Care gift certificates are available to registered families. Contact Debbie Becker for more information.