

2020 – 2021
EXTENDED DAY PROGRAM
REGISTRATION & RESOURCE
GUIDE



ST. JOAN OF ARC
CATHOLIC SCHOOL

5950 Heatherdowns Blvd.
Toledo, Ohio 43614

School Office ~ 419-866-6177
School Attendance/Clinic ~ 419-866-9051
School Website ~ joanofarcschool.org

Dear Extended Day Parents,

Welcome to the 2020 – 2021 school year! St. Joan of Arc Catholic School is excited to be able to offer our Extended Day Program this year with some minor modifications.

My name is Mandy Root, and I am the new Director of the program. Last year, I was the Assistant Director of the program, so I am very familiar with the program and many of the students. I am looking forward to my new role and working with you to provide a safe program for our students.

Although the program may have some minor modifications, the routine will be similar and include:

- time for outdoor recreation (weather permitting)
- time for organized games, activities, and crafts
- snack
- homework time available for Gr. 1 - 8
- personal attention

NOTE: One modification to this year's program is that if you would like to use the morning extended day program you MUST be registered for the morning extended day program. If you are NOT enrolled in the morning extended day program you will NOT be allowed to drop off your child(ren) until 7:30 a.m. (K-8) or 8:15 a.m (preschool). In addition, if you enroll in the morning extended day program, you will be charged whether or not your child is present on any given day. We understand that this is a change from last year, but in order to provide a safe environment for our students and staff, we need to be able to plan our staffing coverage for the number of students we will be supervising.

Please review the additional information on the following pages regarding the Extended Day Program. You may keep the first 5 pages for your records. Please return the registration and authorization forms (pages 6 & 7) to the school office by Thursday, August 27th if you plan to use the program.

Thank you,

Mandy Root
Extended Day Director
mroot@school.joanofarc.org

EXTENDED DAY PROGRAM

REGISTRATION & RESOURCE GUIDE

HOURS OF OPERATION:

AM Extended Day:

Billing begins at 7:00 a.m.

PM Extended Day:

Billing begins at 2:30 p.m. for Preschool students

Billing begins at 3:00 p.m. for K – 8 students

RATE (Students who are pre-registered for extended day):

All families who utilize the Extended Day Program will be charged an annual registration fee of \$60.00 per family.

AM Extended Day:

Flat rate of \$4.00 per PS-8 student regardless of drop-off time (7:00 a.m. – 7:30 a.m.)

Flat rate of \$2.00 per Preschool student regardless of drop-off time (7:30 a.m. – 8:00 a.m.)

* Therefore, Preschool students dropped off before 7:30 a.m. pay \$6.00 total.

PM Extended Day:

Rate: \$5.00 per hour for the 1st child / \$4.00 per hour for each additional child

Billing is logged in 15 minute increments after a one hour minimum.

Students must be picked up by 6:00 p.m.*

Ex: One student is in extended day for 2.5 hours = \$12.50

Ex: Two siblings are in extended day for 2.5 hours = \$22.50

Ex: Two siblings are in extended day for 30 minutes = \$9.00

*Please make sure to sign your child out with the Extended Day Supervisor or you will be billed until 6:00 p.m.

** Students not picked up by 6:00 p.m. will be charged an additional \$2.00 per minute/per child

*** Children will be prohibited from participating in the program if they are picked up past 6:00 p.m. on three occasions. This policy will be enforced immediately upon the third violation of the pick up time.

RATE (Students who have NOT pre-registered for extended day):

We understand that sometimes issues occur that might require a family not pre-registered in the Extended Day Program to utilize the after-school services. If such a situation arises the family will be charged the non-registered hourly rate. If the family uses the program a second time, the annual family registration fee will be automatically billed to the family's FACTS account. In addition, the school will require the family to complete the Extended Day Paperwork. This policy is for the safety of all students. Families using the program but failing to return their registration paperwork will be billed at the non-registered rate (listed below) and doing so continuously will result in additional sanctions.

AM Extended Day:

Flat rate of \$6.00 per student regardless of drop-off time (7:00 a.m. – 7:30 a.m.)

Flat rate of \$3.00 per Preschool student regardless of drop-off time (7:30 a.m. – 8:00 a.m.)

* Therefore, Preschool students dropped off before 7:30 a.m. pay \$9.00 total.

PM Extended Day:

Rate: \$6.00 per hour for each child

Students must be picked up by 6:00 p.m.*

Billing is tallied in 15 minute increments after a two hour minimum.

PAYMENTS:

Payments are processed through FACTS, an automatic withdrawal system. You will receive a monthly statement prior to your deduction being made. If you have any questions about the billing please feel free to contact the school office or me, Mandy Root.

SCHOOL DELAYS/ CANCELLATIONS

Delays:

There will be **NO** AM Extended Day.

PM Extended Day will start at 3:00 p.m. (2:30 p.m. for Preschool.)

Cancellations: (planned days off, weather, holidays, etc)

There will be NO AM or PM Extended Day.

* We follow Springfield Local Schools for all delays or cancellations.

ATTENDANCE:

Attendance will be taken each day for the child's safety and school security. If your child is ill and will not be in Extended Day, please share this information when you report the absence to the school's Health Coordinator. The Student Health Coordinator's number is 419-866-9051.

DROP OFF PROCEDURES:

Students will be dropped off at the front of the building by the extended day door. Parents are to wait until students are let into the building. The staff will take their temperature before they are allowed to enter the building and will be sent back to the car if they register a fever over 100.0. Students will wait in the extended day room until 7:30 and then release to their homeroom class. Preschool will be escorted to the preschool extended day room at 7:30.

PICK UP PROCEDURES:

The person picking up the child must enter the building and sign the child out with a staff member. If the child is not signed out, you will be billed for the entire 3 hours. If someone other than the person who normally picks up the child will be picking up the child, please notify, in writing, the Director of Extended Day. It is the parent's responsibility to inform the Extended Day Director, in writing, if there is a specific person who should NOT be allowed to pick up your child.

EMERGENCIES:

Emergency health forms are kept on site. Procedures for an emergency will follow the regular school policy.

Discipline

All school policies, administrative procedures, and rules apply to the Extended Day Program. Disciplinary problems will be handled first by a parent conference with the Extended Day Director. Persistent discipline problems are grounds for dismissal.

- **POKEMON cards are NOT ALLOWED in Extended Day.**
- I pads/Ipods/gaming devices are allowed as long as they do not have a data package and are not connected to the Internet. No pictures or video taking with these devices is allowed. Phones of any kind are not allowed. Staff reserves the right to confiscate the device and will return it to a parent upon pick up. St. Joan of Arc Catholic School is not responsible for any lost or broken devices. Devices are the sole responsibility of the student.

SUPPLIES & CLOTHING:

Due to COVID precautions, students will not be allowed to change clothing. Students are allowed to bring a simple toy or game from home provided those items are left in their backpacks during school time. Headphones are not permitted to be used during computer time. Please clearly label all items (uniforms, sweaters, toys, etc.) with your child's last name. Extended Day is not responsible for lost items. We do not have a lost & found specific to Extended Day.

2020/2021 SJA Extended Day Registration

Student(s)Name(s)_____

Homeroom(s)_____

Parent(s)Name_____

Address_____

Email address for Billing Notifications_____

Father's Employer_____

Work Phone_____

Cell Phone_____

Mother's Employer_____

Work Phone_____

Cell Phone_____

Please list the name of an adult, besides the parent(s)/guardian(s), who is allowed to pick up your child(ren). A picture I.D. is required.

1._____

Phone_____

2._____

Phone_____

3._____

Phone_____

Is there any additional information you would like us to know about your child(ren)? (allergies, likes/dislikes, etc.)

PLEASE CHECK YOUR PLANNED USE OF THE PROGRAM

AM Extended Day: (PS - 8) 7:00-7:30 AM_____

PM Extended Day: (PS) 2:30-6:00 PM_____

AM Extended Day: (PS) 7:30-8:00 AM _____

PM Extended Day: (K-8) 3:00-6:00 PM _____

Anticipated Drop-off Time: _____

Anticipated Pick-up Time: _____

AM Days: Mon.____ Tues.____ Wed.____ Thur.____ Fri.____

PM Days: Mon.____ Tues.____ Wed.____ Thur.____ Fri.____

PERMISSION TO WATCH PG-RATED MOVIES:

At times throughout the school year we will view G or PG movies in Extended Day Program. District regulations require us to have parental permission to show any movies above a G rating. Please sign below to allow your child to watch a PG rated movie while in Extended Day during the 2020 - 2021 school year.

_____ Permission Granted

_____ Permission **NOT** Granted

Child(ren)'s name: _____

Parent's Signature: _____ Date: _____

FINANCIAL RESPONSIBILITY: (please initial each section and sign/date at the bottom)

_____ I authorize payment of my Extended Day charges through the FACTS auto-withdrawal program.

_____ I understand that if the balance for my child's Extended Day usage is not paid in full by the 20th of each month, my child will not be able to use the program until payment is made.

_____ I understand that in order to use the morning extended day program, I have to be registered for the morning extended day program.

_____ I understand that if I enroll in the morning extended day program, I will be charged for my child's(ren) normal schedule whether they are present or not.

_____ I have read, and agree to follow, the policies and procedures as stated in the 2020/2021 St. Joan of Arc Catholic School Extended Day Program Registration & Resource Guide.

Parent Signature _____

Date _____