

2025 – 2026

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 2025 – 2026 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 Director of the program and have been here for the last 7 years. I am very familiar with the program and many of the students. I am looking forward to 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 after snack time
- homework time available for Gr. 1 - 8
- personal attention
- **snack:** each student is given a snack and drink but please consider sending an extra snack in their lunch box, later they may be hungry for another.

NOTE: As in the past, and before this year's program starts you MUST be registered to use the morning extended day program. If you are NOT enrolled in the morning extended day program & do not schedule your child ahead of time you will NOT be allowed to drop off your child(ren) until 7:30 a.m. with K-8 or 8:15 a.m (preschool). There is no charge for morning supervision for grades K-8 if dropped off between 7:30 AM and 7:55 AM. There is a charge for any preschooler dropped off before 8:15 AM. 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 according to the schedule you have registered and provided to the Extended Day Director. 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 to the school office by Thursday, August 28th 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:

PM Extended Day:

Billing begins at 2:30 p.m. for Preschool students - even if they leave with a sibling at 2:50 PM.

Billing begins at 2:50 p.m. for K – 8 students

RATE (Students who are pre-registered for the PM Extended Day):

All families utilizing the Extended Day Program will be charged an annual registration fee of \$60.00.

Registered PM Extended Day:

Rate: \$6.00 per hour for the 1st child / \$5.00 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 = \$15.00

Ex: Two siblings are in Extended Day for 2.5 hours = \$27.50

Ex: Two siblings are in Extended Day for 30 minutes = \$11.00

*Please be sure your child always signs out with the Extended Day Director or you will be billed until 6:00 p.m. Your child is not allowed to leave on their own. Pick-up procedures below must be followed.

**Students not picked up by 6:00 p.m. will be charged an additional \$5.00 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 PM 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 of \$8.00 per hour**. If the family uses the program a second time, the annual family registration fee will be automatically billed to the Family's Facts Account.

The school will require all families to complete the Extended Day Paperwork utilizing the program. 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.

Non-registered PM Extended Day Rates:

Rate: \$8.00 per hour for each child

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

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

School Delays/ Cancellations:

Delays:

Morning delays - **NO AM** Extended Day.

PM Extended Day will start as usual 2:50 pm (2:30 for preschool)

Early Dismissal Days:

NO Extended Day is available on these days. All students must be picked up at the early dismissal time.

Cancellations: Planned days off, snow-weather days, holidays.

NO Extended Day is available.

PAYMENTS:

Payments are processed through Facts Financial. You will be billed nightly. In rare circumstances, billing may include multiple days. A report will be printed and sent to families showing you the times your child was in Extended Day and the charges made to your account for the corresponding days.

If you have any questions about the billing please contact the head of Extended Day, Mandy Root (mroot@school.joanofarc.org)

DROP OFF PROCEDURES (Morning Extended):

Students will be dropped off at the front of the building. Parents are to wait until students are let into the building. Please do not drive off until your student is inside the actual building or a staff member has your child.

PICK UP PROCEDURES:

Any person picking up the child must be on the student's paperwork and have the student ID number of the child they are picking up. A photo ID may be requested of the pickup person to ensure they are who they claim to be. Student ID numbers will be given to parents prior to school starting so you can memorize them for pickup. If you forget or lose your child's school ID number, you can find it in FACTS parent portal or by calling the school office. If someone other than the person who normally picks up the child will be there the school must be notified in writing & or call the school office to let us know. It is the parent's responsibility to inform the school who the person picking up is, or if one student is to ride with another student. Your child will not be released and you will continue to be billed until contact with a parent is made to seek pickup approval. It is also the parent's responsibility to let the School & Extended Day Director know, in writing, if there is a specific person who should **NOT** be allowed to pick up your child. Please be aware not all of our clocks are the exact same time & that it takes time from when you ring the bell for your student to the time your student may actually walk out and be checked out of Extended Day. Especially our preschool students who move slower and take more time to get ready to walk out. Your student will be checked out ASAP.

EMERGENCIES:

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

Discipline:

All our school policies, administrative procedures, and rules apply to the Extended Day Program. However, the Extended Day Director is in charge of tracking demerits and discipline for Extended Day. Demerits in Extended Day are separate from and do not count towards the school discipline demerits. In some instances, the school Principal will be asked to intervene and handle the situation when necessary. The Principal has the final discretion on disciplinary issues within Extended Day when they deem it necessary.

Disciplinary problems will go as follows: verbal warnings will be issued for minor incidents, however, we have a **zero-tolerance policy** for hitting/kicking, a demerit will be issued and will need to be signed by the parents for this offense. After **3** demerits your child will be suspended from the Extended Day program until the specified amount of time or a new quarter begins at which time a parent conference with the Extended Day Director will determine if the child will be allowed to continue using the Extended Day program. Persistent discipline problems are grounds for complete dismissal from the program.

- **NO TRADING CARDS Will BE ALLOWED** in the Extended Day Program. Examples: no pokemon, no baseball, no football, etc.
- Phones/Ipads/Ipods **are not allowed**. No pictures or video taking with these devices is 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 such as video games are the sole responsibility of the student.
- Headphones are not permitted in the Extended Day Program.

SUPPLIES & CLOTHING:

Students are allowed to bring a change of clothing, if they choose to do so. Students are allowed to bring a simple toy or game from home also provided these items are left in their backpacks during school time. Please clearly label all items including uniforms, sweaters, street clothes, 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 the Extended Day Program.

Extended Day Resource Guide

This resource guide has been compiled for your family's convenience that you may have updated information on our program rules, policies and procedures at your fingertips. However, due to circumstances the Extended Day Director has the right to change this resource guide/handbook if necessary. Families will be notified of any changes made.

2025/2026 SJA Extended Day Registration
(only need to be filled out if you did not register when you enrolled for the 25-26 school year)

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. may be required if we are not familiar with them this is for your child's safety.

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) 7:30-8:00 AM _____ (AM is Preschool only)

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

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 the 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 **2025 - 2026** school year.

_____ Permission Granted

_____ Permission **NOT** Granted

Child(ren)'s name: _____

Parent 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 will make payments if auto-withdrawal is not set up.

_____ I understand that if the balance for my child's Extended Day usage is not paid in full by the invoice due date, 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 in advance.

_____ 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 understand I will be charged a \$60.00 yearly family registration fee charged to my facts account.

_____ I have read, and agree to follow, the policies and procedures as stated in the **2025/2026** St. Joan of Arc Catholic School Extended Day Program Registration & Resource Guide

Parent Signature: _____

Date: _____