

SAINT BRUNO SCHOOL

Called to Learn...Learn to Lead...

85 Years of Excellence

1926-2011

Extended Day Program

Family Handbook

2011/2012

4839 South Harding Avenue
Before and After School Phone
(773) 847-4020



Registration in the Before School and After School Programs is restricted to students enrolled at St. Bruno School. All registration forms must be filled out prior to using either program.

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 per Hour
2 Children \$6 per hour
3 Children \$8 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 is available from 7:00AM until 7:50 AM (7:30 -7:50 is billed as a ½ hour)

The After School Program will run from dismissal until 6:00 P.M. on days when school is in session. Dismissal to 3:00pm counts as the 1st half hour.

FACILITY

The Before School and the After School Programs are held in the St. Joseph Room unless otherwise indicated.

PROGRAM/PROCEDURE

- ❖ When the dismissal bell rings students will go directly to the St. Joseph Room with all their belongings. If a student does not start participation in the program at 2:35, due to attendance in another activity (e.g. clubs or athletics), it is the responsibility of the parent/guardian and/or teacher to walk the student from the activity to the After School Program. Extended Day 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 were participating in. 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 child/ren report a different start time other than what is indicated on the bill).
- ❖ The program is structured to allow for the completion of homework, playing, 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 the students. Students are not to bring valuable personal items (e.g. money, jewelry, collector's cards, audio equipment, hand-held games) to school and to the Extended Day Program. Extended Day personnel will not be responsible for lost/stolen articles and may confiscate such items as they disrupt the environment. Weather permitting, students will be allowed supervised time outside.

SPECIAL PROCEDURES AND PROVISIONS

ILLNESS OR ACCIDENT

- ❖ First aide will be administered for minor causes. Medication will not be administered by any staff member, to any student, 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, students 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 these expectations, they will not be permitted to participate in the program.

PARENTAL RESPONSIBILITIES

EMERGENCY/SAFETY

The safety and well-being of each student 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, the staff must be notified immediately so the changes can be made to 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 Extended Day facility 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 a student, she/he must show photo identification (e.g. driver's license, state identification card). The information must match the name of one of the persons listed on the form or the student will not be released.

BILLING PROCEDURES

1. Billing is done on a weekly basis
2. Invoices will be sent home with children on Monday of each week
3. Payments are due on Wednesday immediately following billing on Monday
4. In the event that a family becomes: a) \$50.00 or more in arrears b) 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 7:00AM until 7:50 AM (7:30 -7:50 is billed as a ½ hour). The time from dismissal 2:35pm to 3:00pm counts as the 1st half hour.