



## **EXTENDED CARE PROGRAM – 2025-2026**

### **PHILOSOPHY**

The Extended Care Program (ECP) of Holy Trinity Catholic School is designed as a service to our parents in offering supervision before and after the school hours. The ECP program schedule allows time for homework, study assistance, snacks, and free play.

### **MORNING ECP – 6:45-7:45am**

Students will be signed in when their parent enters ID number at the ECP room in the cafeteria. They may bring a morning snack, sit quietly and read, study, or play games (provided by supervisor). Students arriving at school prior to 7:30am must go to the ECP room. **Please do not bring electronics.**

### **AFTERNOON ECP – 3:10-5:30pm**

School ends, all students report to cafeteria and wait to be signed in.

#### Routine for PreK

2:45-3:45 playground

3:45 Snack

4:00-5:30 Free play in cafeteria or outside

#### Routine for K-8:

3-3:15 Student check-in

3:15-4:00 Homework time for students with homework.

Students without homework will go to the gym, or play quiet activities

4:00 Snack provided

4:00-5:30 Free play choice inside or outside depending on weather

### **EARLY DISMISSAL SCHOOL DAYS**

- **11:30am or 2:00 pm dismissal** – Due to the length of time that the students will be in ECP, the afternoon session will operate on a variable schedule that will include art activities, games, movies, and other activities.
- On 11:30 am dismissal days, ECP students must bring their own “sack lunch” and drink.

### **PICK-UP FROM ECP**

- Grades PreK-8 pick-up will be in the cafeteria; Ring the doorbell on the back glass door.
- The person picking up the student from ECP should type in their code and select the appropriate child(ren) to sign out students. If the wallet card is misplaced, we do have a backup system for persons approved to pick up each student. Students will not be dismissed to unauthorized adults. This procedure is for the safety of the student and is required.
- For those who will pick up one time or temporarily, please email [office@htcs.org](mailto:office@htcs.org) with authorization information.

The ECP is a service of the school, but operates as a separate program financially. It is not subsidized by the parish or school. Parents are responsible for prompt payment of fees and the prompt pick-up of students at or before 5:30pm.

**REGISTRATION**

Please read carefully through all the information before signing up for ECP.

**Afternoon ECP:** Families will commit to a number of days per week for afternoon ECP.

- Full time is 5 days a week at \$40 per kid per week including early dismissal days.
- Part time will choose what days they want to use ECP and stick with those days each week.
- \$8 per day per child. There is no early pick up discount.

Families will pay the committed amount, regardless of attendance. Billing will be monthly via your FACTS account by taking your annual committed amount divided by ten months of school.

Afternoon ECP drop-in fee is \$12 a day. This includes if you intend to use ECP only on early dismissal days or in case of an emergency. If you are signed up for part time days and need a different day, you will be charged drop in rates for that day. ECP Drop-in charges will be billed through FACTS weekly.

We recognize that there will be days off school where you are paying for a day that we are not in attendance, however this consistent income will help us budget for ECP staff without raising the daily rate for our regular ECP families.

**Morning ECP** will remain drop in at \$3.00/day and be billed through FACTS weekly.

**COSTS**

<p><b>Regular and Early Dismissal School Days</b>  <b>\$3.00/day per child from 6:45-7:45am</b>  <b>\$8.00/day per child from 3:00-5:30pm</b></p>	<p><b>Drop-In Fees</b>          If a student is not pre-registered and needs ECP services there will be a <b>\$12</b> fee per child per day.</p>
<p><b>Payment:</b> All billing for ECP will be generated and paid through FACTS.</p>	

**CLOSING TIME**

The ECP closes at 5:30pm promptly. Due to the costs involved and the inconvenience to the program director, you will be assessed a late fee of \$5.00 for every five minutes past 5:30 per child. After ten minutes, if immediate arrangements have not been made with the parent, the ECP director may call the police department to hold the child until parent arrives. After a third offense, an automatic \$25 fine will be charged, in addition to \$5.00 for every five minutes you are late and the Principal will contact the family concerning the situation and the family will no longer be able to utilize the ECP service.

**PARENTAL RESPONSIBILITIES**

**EMERGENCY INFORMATION**

The safety and security of our students is the main ECP priority. It is critical that we have all emergency information. Please make sure that all family information provided to the school is accurate.

**ILLNESS or ACCIDENT**

In accordance with state and federal laws and regulations, no school personnel, salaried or volunteer, are permitted to dispense medication to any student. Only immediate and necessary first aid measures will be administered if necessary and parents will be notified of the action taken and for what purpose. Parents of students in the ECP must make provision for their sick child at home. Please see the Parent Handbook for illness guidelines.

**DISCIPLINE & ECP RULES**

Holy Trinity Catholic School discipline policies apply to all activities on our campus, including ECP.

1. Respect for supervisor:  
Students should follow instructions at all times.
2. Games and other equipment used during ECP Recreation time:  
Cell phones and other electronic devices may not be used.  
All games, cards, toys, etc. that are personal property should be clearly labeled with the name of the student. If students do not play cooperatively, they will not be allowed to bring things from home.
3. Students are allowed to use the restroom one at a time or as a group, if a supervisor is present to monitor.

Intervention policy:

**Step 1:** Warning – Parent will receive a behavior notice. (See below.)

**Step 2:** Assigned seat – If student receives two behavior notices in a short period of time or if a supervisor feels this step is immediately required.

**Step 3:** Letter to Parent – A third behavior notice: parents are warned that serious consequences will result.

**Step 4:** Detention and \$10 fine – Detention is assigned and a \$10.00 fine is added to your ECP bill. All subsequent behavior notices will also receive a \$10 fine unless otherwise decided after a parent meeting with the principal.

**TERMINATION**

The ECP services to a family or an individual child may be terminated by the principal after consultation with the director. Such cancellation of services will be given written notice and will be done with cause. Examples of cause are as follows: Abuse of the ECP hours by chronic late student pick-up; Non-payment or chronic delinquent payment of fees; Students who continually disrupt homework time for the other students; Failure of parent/guardian or student to respect the safety and rights of other individuals in the ECP, examples are disrespect, failure to follow directions, or parent continually wanting pick-up without the required written authorization.

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**ECP BEHAVIOR FORM – SAMPLE**

Student Name:				Date:
Supervisor:				Report given to:
<b>INCIDENT</b>	<b>Details</b>			
<input type="checkbox"/> Disruption to study environment				
<input type="checkbox"/> Running around				
<input type="checkbox"/> Throwing objects				
<input type="checkbox"/> Disregards supervisor				
<input type="checkbox"/> Inappropriate language				
<input type="checkbox"/> Pushing others				
<input type="checkbox"/> Other				