

HOLY FAMILY CATHOLIC SCHOOL EXTENDED CARE

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The mission of Holy Family Catholic School Extended Child Care Program is to provide a safe, caring, nurturing environment to students entrusted to our care before and/or after regular school hours. Children attending before and after school care will experience Christ-centered, professional supervision that promotes respect for each person and opportunities for healthy social interaction, creative activities and group or individual play. Students will be given opportunities for academic growth as they complete homework with the help of our caring team.

Holy Family Catholic School Extended Care Information

- Extended care will take place upstairs in various classrooms. These will be marked as different teachers may cover different days.
- Morning Care begins at 7 a.m. Students in morning care will go down to breakfast at 7:45 a.m.
- BEFORE 7:45 a.m. you may park in the main parking lot and walk in the main doors to bring your child. There is a white doorbell beside the handle. Please use this to let us know when you arrive for dropoff.
- After 7:45, please park along the fence or in the lot facing the rectory porch. If your child is a preschool student, you may bring your child to the entrance of the office, and we will escort your child downstairs.
- After-school care goes until 5:30 p.m.
- AFTER 3 p.m. you may park in the main lot and come in the main doors or ring the doorbell for pickup. There is a white doorbell beside the door handle. Please use this to let us know when you arrive for pickup.
- Charges for morning and after-school care are \$11.50/hour for one child, \$15.50/hour for two children, and \$16.50 for three or more children. Charges are by quarter hour. If you're only there for 15 minutes, you'll only pay for 15 minutes.
- This year there will be iPad kiosks for parents to sign students in for morning and out for afternoon.

AVAILABILITY

- Morning care is available daily on school days from 7 a.m. until 7:45 a.m. which is breakfast time. Breakfast is free for students who choose the whole breakfast. For students who want specific ala carte items, there will be a charge - typically between 50 cents and a dollar per item. A breakfast menu will come home monthly.
 - All students who participate in morning care will be taken downstairs to the cafeteria at 7:45 for breakfast, and those arriving after 7:45 will be sent to the cafeteria for breakfast. Following breakfast (8:00 or after) k-8 students will be sent to class.
 - Preschool students will also be taken to the cafeteria for breakfast. They will continue with morning care until 8:45 a.m. at which time they will be taken to their classrooms..

- **There is NO MORNING CARE when there is a delay.** (Check email, news, or Holy Family's Facebook page for delay info.)
- After care is available daily on full school days from 3:00 - 5:30 p.m.
- A charge of \$15 for every 15 minutes past 5:30 p.m. will be applied.
- Students will be offered a snack and drink after 3:30 during extended care.
- **There is NO AFTERCARE for any students on "no school" days or on scheduled or weather-related "early dismissal" days.**

SCHEDULING:

- Once registered, parents will be given access to a google sheet calendar to utilize for scheduling their children for both morning and after-school care. If a family doesn't have access to a computer, more information will be given. Please schedule your child AND let your child's teacher know when he or she is coming to after care.
- **EMERGENCY USE** -If there is an emergency, parents must call the school office and speak directly to the secretary so that everyone is aware.
- Mrs. Friday - 412.793.4580, dial "0"

COSTS

- Hourly rate: \$11/one child, \$15/two children. Families are charged by minute. Ex.: If you pick up at 3:08, you will be billed for 8 minutes, not the entire hour.
- Families will be billed monthly through FACTS.

PLACING YOUR CHILD ON THE SCHEDULE

- You will be sent a link to a google sheet via holyfamilyxcare@gmail.com email or through the facts student information system. There is a page on this google sheet for each month.
- Click on the link. Add your child's first name, grade, and approximate arrival time (for morning) and/or approximate pick-up time (for after care). You are not charged according to the schedule. This simply allows us to be prepared in knowing how many students are coming.
- If you have an emergency or forget and are not on the schedule, it's okay. Just let the office and homeroom teacher know you'll be needing care if it's after school. If it's morning care you need and you're not on the schedule, it's okay. Just bring your child. Morning care can begin as early as 6:45 a.m. Since most students do not arrive before 7, please be sure your child is on the schedule if you plan to arrive before 7. If something comes up suddenly and you need to drop your child off before 7, please email us to let us know. dilonardo@holyfamilycatholic.net
- If you are on the schedule and no longer need care, it's okay. Just be sure the homeroom teacher knows to send your child home instead of after care.

QUESTIONS/MORE INFORMATION

- Please email Marie DiLorenzo (dilonardo@holyfamilycatholic.net) or Mrs. Schulz, coordinator of the extended care program, (holyfamilyxcare@gmail.com) to express your interest in extended care or to ask any questions.

****IMPORTANT NOTICE: At Holy Family Catholic School we take the safety and well being of every child very seriously. Providing a safe and positive experience and environment for all children is our priority. Our expectation is that every child will demonstrate courteous, kind, responsible, and age-appropriate behavior while in our Extended Care Program. If a child behaves in such a way that is disruptive to students, staff, or the program, parents or guardians will be notified. We will work together to develop a plan to help a student who displays disruptive behavior. In order to provide this positive environment for every student, however, we may not be able to serve a child who repeatedly displays disruptive behavior. **Disruptive behavior is defined as verbal, physical or sexual misconduct which requires constant attention from the staff including, but not limited to: hitting, kicking, spitting, destroying property, attempting to leave the program space, engaging in hostile verbal behavior, and engaging in other behaviors which may injure another child or staff member.

Director, staff, and assistants will:

- Establish and post clear rules and consequences.
- Speak respectfully and positively to children.
- Address behavior issues consistently, firmly, and fairly.
- Offer age-appropriate choices to redirect improper behavior.

Extended Care students will be expected to:

- Listen and respond appropriately to directions from the director, staff, and assistants.
- Speak respectfully to others.
- Demonstrate responsibility for self, belongings, and property belonging to other students and the school.
- Participate in safe play and clean up of toys/activities.
- Be honest.
- Keep hands and feet to self and exercise safe behavior.
- Stay with a group or in space utilized for care at all times.

Parents will:

- Check email from holyfamilyxcare@gmail.com and/or FACTS student information system frequently to be up to date on information.
- Place child(ren) on google sheet schedule which is emailed monthly. (Please email us if you aren't able to access or edit the google sheet.)
- ******Let the homeroom teacher know if your child is staying for after-school care. In event of a sudden change, let Mrs. Friday know so that she can let the homeroom teacher know.**
- *****If there is ever doubt, confusion, or question about whether your child should ride the bus or go to extended care, we will err on the side of caution by keeping your child at extended care where we know he or she is safe. We will also make every attempt to contact you as quickly as possible to make sure you know that your child is with us.**

- **If a student demonstrates disruptive behavior that involves disrespect to staff or other students or activity that could result in injury to self or others, a written behavior report will be presented to parent/guardian. After three behavior reports, staff and director will meet with parents/guardians to develop a plan for improved behavior for their child. After a fourth report, the parents/guardians may be asked to arrange alternative extended care services at a different facility. To enroll, please complete the enrollment forms. There are two. Thank you. Marie DiLonardo, M.Ed.