



# Extended Day Program

## K-8 Campus 724-935-1152 Ext. 505

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Welcome to the Extended Day Program in support of the families of Blessed Francis Academy. This program provides supervised care, homework help, and recreation in a Christian environment for those students currently enrolled in Kindergarten and Grades 1-8. Supervision will be conducted by caring, qualified adults who have obtained full security clearances.

The program will operate each day school is in session beginning the **second full day of school**. The program begins at 3:00 p.m. school dismissal and ends promptly at 6:00 p.m. It will be located in the little schoolhouse classroom at the rear of the school building. The daily routine will be as follows:

- Attendance
- Outside play (weather permitting)
- Snack
- Homework
- Outside/inside play

*\*If your child uses an EPI pen, we recommend supplying one to have on hand at extended day.*



# Procedures

**Registration** Any parent wishing to utilize the Extended Day Program services **must** register and complete the emergency form **prior** to the child/ren attending the program.

**Behavior** Behavior rules for the program follow the same guidelines as Blessed Francis Seelos Academy. Students will be expected to respect each other, the staff, and the materials and environment. Should misbehavior occur, the student/students involved will be removed from the activity for a period of time, and the parent notified at dismissal. Serious behavior infractions may result in an immediate phone call to the parent or authorized adult, conference with the staff and /or principal, and possible removal from the program.

**Snack** A snack and drink will be provided daily. Any student with severe food allergies must have this documented on his/her registration and emergency forms. Such instances may require that the student bring in a personal snack.

**Homework** A homework period will be provided daily and help will be given when needed. It is the responsibility of the student to acknowledge and complete any assignments using the available resources. The staff is not responsible for checking homework. Once signed into the program, students may not return to their classroom for materials.

**Recreation** Games and organized activities will be provided for the students. Weather permitting, the students will go outside to play. Occasionally an appropriately rated and approved video may be shown.

**Technology** **NO ipods, ipads, tablets, other gaming devices or phones are permitted.**

**Illness/Safety** Should a child become ill or hurt during the program hours, the parents or another authorized adult will be notified. The child may need to be picked up at that time. Basic first aid will be given when needed. In cases of a more serious nature, the staff will carry out the instructions provided on the emergency form.

**Attendance** Parents must provide a note for the classroom teacher(s) so that their child(ren) may be sent to the Extended Day Program at the end of the day.

**Dismissal** In order to be dismissed, a parent or other authorized adult must sign-out each child in person. All authorized adults must be mentioned on the registration form. Any adult may be asked to show valid identification. No student will be permitted to leave the program or school campus without an authorized adult.

**Program Fees** There will be a \$25 registration fee per family. This is non-refundable and due at the time of enrollment in the program. Other regular fees are based on the following hourly rate:

Number of Students Enrolled *****	Hourly Rate *****
1 child	\$10/hr
2 children	\$13/hr
3 or more children	\$16/hr

As stated, the program closes promptly at 6:00 p.m. Except for cases of extreme emergency, a \$5 per fifteen minute late fee will be charged for any students picked up after 6:00 p.m. Families will be billed monthly for use of the program services. Balances may be paid by check or money order made payable to Blessed Francis Seelos Academy. Payments are due by the 15th of each month. A \$5 fee will be added for each week the invoice is unpaid.

# Extended Day Program Registration

This form must be completed prior to attendance at the program.

A non-refundable, \$25 registration fee per family must be submitted along with the registration form. Checks payable to Blessed Francis Seelos Academy.

## **Children:**

Last Name \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_ Homeroom # \_\_\_\_\_

Last Name \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_ Homeroom # \_\_\_\_\_

Last Name \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_ Homeroom # \_\_\_\_\_

Last Name \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_ Homeroom # \_\_\_\_\_

Address \_\_\_\_\_ Apt. # \_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## **Parents:**

Mother's Name \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

## **Emergency Contact:**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

## **Persons Authorized for student dismissal other than parent:**

Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Work Phone \_\_\_\_\_

**Allergies/Medical Conditions:** \_\_\_\_\_

I have read and agree to all the terms provided in the Blessed Francis Seelos Academy Extended Day Program Handbook. I agree to the financial responsibilities involved in maintaining my child's attendance in the program.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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For Office Use Only Date \_\_\_\_\_ Amount Paid \_\_\_\_\_ Check # \_\_\_\_\_