



EXTENDED CARE PROGRAM Manual

2016 - 2017

(8/3/2016) (Policy Revisions are in red type)

5902 Oleander Drive
Orlando, Florida 32707-3494
407-277-4200 ext. 250; FAX 407-277-2605; Cell Phone: 407-902-3771
Federal I.D. #59-0791025

Dear Parent or Guardian,

Welcome to Extended Care!

Consistent with the philosophy of Good Shepherd School, the Extended Care Program is child-centered. The staff strives to provide for each child with an environment designed to foster self-esteem and develop an appreciation for the dignity of each person.

The program offers parents a safe, familiar, and loving alternative environment during hours when home care is not possible. We thank you for your confidence in us, and we will do our very best to meet your expectations.

Our commitment to you is simple: we will love your children, provide for their well-being, and strive always to make their hours with us happy and productive. We will welcome suggestions for improving the program, and look forward to a new and challenging school year.

Sincerely,

Good Shepherd Catholic School Administration
Mrs. Sandy Munoz, Administrator/Director

What is Extended Care?

It is school policy that teachers do not provide care for children in their classrooms after school. As a service to parents, the Extended Day Program provides supervised care at school when parents are unable to pick up at dismissal time. Extended Care is offered for scheduled Teacher In-Service days. When school is not in session during holidays, Extended Care is not open.

Daily Activities and Programs

Children need time after school to relax and socialize. For this reason our planned activities and schedule are designed to meet this need. There is age-appropriate time set-aside for homework for students in grades 2-8. All children are required to participate in the daily schedule including study time.

Hours

Before school

*6:30 a.m. - 7:30 a.m. Enter on the east side (coming into the 56 church parking lot and going around the administration/middle school building) and park behind the extended care "R" Building. Parents/Guardians must sign-in their child(ren) when they drop off them off.

Morning Rates:

6:30-7:30am \$4.00 per child, per day; 6:45-7:30am \$3.00 per child, per day; 7:00-7:30am \$2.00 per child per day; 7:15-7:30am \$1.00 per child per day

After School

Dismissal - 6:00pm. A late fee of \$1.00 per minute is assessed for children picked up after 6pm. Late pick-up fees are to be paid at the time of pick up.

Dismissal Procedure

At dismissal, students in grades K-1 meet an Extended Care Program staff member who takes students directly to their assigned Extended Care classrooms.

Students in grades 2-8 walk themselves to the UPLC Courtyard where they are met by Extended Care Staff members.

Any child not picked up in Car Line or at Parent Pick Up by 3:15pm, will be part of the 15-minute transition period leading to Extended Care Pick Up. The Extended Care Program fees automatically apply after the 3:30pm time.

Discipline

As an integral part of Good Shepherd Catholic School, the Extended Care Program adheres to the policies set forth in the Good Shepherd Catholic School Parent and Student Handbook. If a problem arises between or among children, the teacher in charge should be advised. A call to

the Extended Care Office is also an option. No parent should seek out and reprimand a child. By contacting the teacher in charge, the chain of command is respected and we avoid situations causing greater challenges.

Fees

The Good Shepherd Catholic School Extended Day Program is not subsidized by the parish or school and is therefore totally dependent upon fees. The registration fee of \$30.00 per child is to be paid and submitted with the Extended Care Registration Form to Mrs. Sandy Munoz at the Extended Care Office.

Families are charged only when their student(s) attends Extended Care. Attendance is recorded by a parent's signature at drop off or pick up, so signatures are required.

Fees for attendance are paid directly to the Extended Care Office or coordinated through the FACTS tuition pay plan. Once a month Extended Care fees are withdrawn through the FACTS Program according to a family's payment schedule. An email notification from FACTS is sent one week prior to the withdrawal. Unpaid balances of more than \$80.00 will restrict Extended Care usage by the family and will be referred to the School Administration.

Because of the timing of the last withdrawal FACTS does at the end of the school year, after Easter Break weekly payments need to be made by check/cash directly to the Extended Care Office. If there is an unpaid balance once summer begins, a June withdrawal will be scheduled to cover the outstanding balance.

Fee Schedule:

Morning Rates:

6:30-7:30am \$4.00 per child per day; 6:45-7:30am \$3.00 per child per day; 7:00-7:30am \$2.00 per child per day; 7:15-7:30am \$1.00 per child per day

After School Rates:

1 child \$8.00 per day; 2 children \$12.00 per day; 3 children \$14.00 per day
1 child \$40.00 per week; 2 children \$60.00 per week; 3 children \$70.00 per week

For a multi-child family, for days on which one child is absent, credit is given for the difference between the rate for one child and the total daily rate for multi-children.

Non-Registered Rate: There is a \$9.00 per child per hour or any portion thereof rate charged. This rate is intended to encourage families to register and provide information designed to allow greater accountability for safeguarding each child.

In-Service/Non-School Day Rate:

\$30 per day per child

Late Sign-In

A registered child reporting to the Extended Care Program after school-related practices or activities must be escorted and signed-in at the Extended Care Office by the activity's adult in charge. For non-registered students who are in attendance because of the supervision policy, charges are assessed if the child is not picked up within fifteen minutes of the end of the practice according to the Non-Registered Rate.

After Hours Fee:

Staff members are employed only until 6:00pm. For pick-up after 6pm a late fee of \$1.00 per minute is assessed.

In cases of an emergency or unavoidable delay, contact the school office during the school day at 407-277-3973 or the Extended Care Office at 407-277-4200 ext. 250 or the Extended Care Cell Phone: 407-902-3771 after dismissal. This call does not negate the late fee, but it will eliminate needless worry for your child and for those responsible for his/her safety.