



EXTENDED CARE PROGRAM Manual

2011 - 2012

(8/10/2011) (Policy Revisions are in **red** type)

5902 Oleander Drive Orlando, Florida 32707-3494
407-277-4200 ext. 266 FAX 407-277-2605
Federal I.D. #59-0791025

Dear Parent or Guardian,

Welcome to Extended Care! 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.

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. If you have questions or concerns, please let us know.

Sincerely,

Mrs. Sandra Cooney

Mrs. Dorothy Publick Administrator Director

What is Extended Care? As a service to parents, the Extended Day Program allows children to remain at school under supervision when parents are unable to pick them up at dismissal time. When school is not in session during holidays, Extended Care is not provided. Extended Care is offered for scheduled Diocesan Teacher In-Service days.

Hours Before School *6:30 a.m. - 7:30 a.m. *Children receive juice, milk, and cereal. Any child arriving prior to 7:30 a.m. is responsible for regular fees.

After School Dismissal - *6:00 p.m. * Extended Care employees are scheduled until 6pm. A late fee of \$1.00 per minute is assessed for children picked up after 6pm. Late pick-up fees are to be paid directly to the caretakers for their time. Late fees not paid at time of pick-up are billed.

School Policy It is school policy that teachers do not keep children in classrooms after school. If you are late, your children must go to Extended Care. Such requests of teachers are unfair to the teachers and to those families who follow procedure.

Discipline As an integral part of Good Shepherd School, the Extended Care Program adheres to the policies set forth in the Good Shepherd School Parent and Student Handbook. If a problem arises between or among children, the teacher in charge should be advised. A call to the 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 can avoid frightening and confusing youngsters and causing greater difficulties.

Daily Activities and Programs Children need time after school to relax and socialize. For this reason our planned activities are designed to meet this need. There is, however, time set-aside for homework for Grades 2-8. The ages and grades of students dictate the length of the study period. All children are required to participate in this quiet study time. Birthdays are celebrated each month and holidays are marked by seasonal activities. Parents are welcome to visit the Extended Care office and receive a visitor's pass to attend.

Daily Release Procedures Update phone numbers as well as names of anyone new picking up your child on a regular basis.

Dismissal Procedure There are three areas of student dismissal.

1. Family Center Parent Pick Up until 3:20 p.m.
2. West Side Car Line Student Pick Up until 3:20 p.m.
3. Extended Care - An Extended Care Program staff member meets and takes students directly to their assigned Extended Care classrooms.
4. **Any child not picked up in the Car Line or at Parent Pick Up by 3:20 p.m., will be part of the 10-minute transition period leading to Extended Care Pick Up. No student will be signed out during this ten-minute organizing time.** The Extended Care Program office is open for student pick up at 3:30 p.m. Once your child leaves Car Line or Parent Pick Up, Extended Care Program fees automatically apply.

Late Sign-In A registered child reporting to the Extended Care Program after practices or activities on campus must be escorted and signed-in by the activity's adult in charge at the proper sign-in area. That same adult then escorts children to the proper age designated after-school area.

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. See Non-Registered Fees Section below for appropriate fee schedule.

Fees

The Good Shepherd 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 by check or cash and submitted with the Extended Care Registration Form to Mrs. Dottie Publick at the Extended Care Office.

Families are charged only when their student(s) attends Extended Care. At the Morning Care Program drop-off child attendance is recorded by your signature. After school, child attendance is recorded by your signature. Daily fees for attendance are coordinated through the SMART tuition pay plan. Once a month Extended Care fees are withdrawn through the SMART Program according to your family's payment schedule. An email notification from SMART is sent one week prior to the withdrawal.

Fee Schedule: **Registration/Supplies**- \$30.00 per child annually

Morning Rates:

6:30-7:30 a.m. \$4.00 per child per day 6:45-7:30 a.m. \$3.00 per child per day 7:00-7:30 a.m. \$2.00 per child per day 7:15-7:30 a.m. \$1.00 per child per day

After School Rates:

1 child \$40.00 per week 2 children \$60.00 per week 3 children \$70.00 per week

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.

If you have 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.

After Hours Fee:

Staff members are employed only until 6:00 p.m. For this reason, fairness demands that when late pick-ups are necessary, caretakers be paid directly for their time. A late fee of \$1.00 per minute is assessed. Late fees not paid at time of pick-up are billed. In case of an emergency or unavoidable delay, contact the school office during the school day at 407-277-3971 or the **Extended Care Office at 407-277-4200 ext. 266** 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.