

XIII. EXTENDED DAY CARE HANDBOOK

EXTENDED DAY CARE PHONE - 334-2018, EX 337

As a service to working parents, the child care option of Extended Day Care is offered in Catholic elementary schools throughout the five Pastoral Regions of the Archdiocese of Los Angeles. The purpose of Extended Day Care is to provide a high quality, affordable program in a safe, wholesome and caring child-centered environment. The program is offered for school children before and/or after school hours. In this convenient and familiar setting, Christian values and the social and personal needs of the children of working parents are nurtured. Since this program is an extension of the school day, its design is supportive of the policies and procedures of St. Frances of Rome School. Activities are planned with an emphasis on student safety and are under the direction of adult supervision.

EXTENDED DAY CARE HOURS

Extended Day Care hours are from 6:00 a.m. to 7:45 a.m. before school and from dismissal time to 6:00 p.m., Monday through Friday, when school is in session.

ADMISSION POLICY

Only students currently enrolled in Kindergarten through 8th grade in St. Frances of Rome School are eligible to attend the school's Extended Day Care.

REGISTRATION POLICY

Students may be pre-enrolled in the program or enrolled during the year. The first time any student attends/signs in at the program room, he/she is automatically enrolled in the program and the parents are charged the \$25.00 registration fee, in addition to the hourly charge for that day. The charge for enrolling each additional sibling is \$10.00.

ADULT / CHILD RATIO

The recommended student-to-adult ratio for Archdiocesan Extended Day Cares is 14:1, and 2 or more staff persons must be present at all times. Provisions are made for adequate adult supervision, and no student is left unsupervised at any time.

PROGRAM COMPONENTS

St. Frances of Rome Extended Day Care includes organized, age-appropriate activities that are socially, mentally and emotionally nurturing. Opportunities for homework/quiet time, snacks, interaction with peers, indoor/outdoor games, projects and arts-and-crafts activities are reflected in the program's design.

INSURANCE

Archdiocesan Elementary School accident insurance covers students during the times of Extended Day Care.

SIGN IN / SIGN OUT PROCEDURES

All students must be signed in (for morning care) and signed out by a parent/guardian or other authorized adult (18 years or older), as indicated on the child's Extended Day Care Release Authorization. A full signature and last name, as well as time of arrival/release are required. **Children may only be signed out by an authorized adult. No exceptions.** Phone calls or messages to release children to others not listed as authorized will not be accepted. Therefore, please be sure to list all possible transportation alternatives. Students will not be released to persons not holding valid identification.

Children enrolled in morning care must be walked to Extended Day Care room and signed in by a parent or other authorized adult. If students walk to school and attend Extended Day Care, they must have a permission slip on file with Extended Day Care room to sign in without a parent present.

Students sign themselves in to Extended Day Care when they arrive from their classrooms for after-school care.