

Parent responsibilities include:

- Completing all day care forms: Student Release Authorization, Medical Release, Registration, etc.;
- Supporting and adhering to program policies and procedures;
- Complying with the program's sign in/sign out procedures;
- Collaborating with the principal, the Extended Day Care Director and Extended Day Care personnel
- Meeting all financial obligations in a timely manner.

Student responsibilities include:

- Respecting all staff, students and property;
- Using appropriate language and voice level;
- Participating in all Extended Day Care activities;
- Showing consideration for others – sharing, taking turns, etc.;
- Asking permission from staff for restroom use – students may never go to the restroom alone; a pass must be given and a partner assigned;
- Remaining inside day care areas and staying with the group.

Staff responsibilities include:

- Coordinating the sign in/sign out procedure;
- Monitoring student attendance;
- Supervising students during all Extended Day Care activities;
- Assisting students as needed;
- Maintaining order and discipline;
- Preparing and maintaining the day care facility;
- Leading program activities;
- Administering First Aid;
- Preparing and providing snacks.

MEALS / SNACKS

All snacks provided by Extended Day Care are included in the fees unless otherwise stated. A light breakfast is offered daily from 6:45 a.m. to 7:15 a.m. If you wish for your child to have breakfast at Extended Day Care, he/she must arrive no later than 7:00 a.m. Afternoon snacks are offered at 3:30 p.m.

LOST AND FOUND

In the event that your child misplaces or loses something, Extended Day Care has a lost and found box where you can check for missing items. It is required that you label your child's clothing and other items with his/her name so that they may be returned promptly. Extended Day Care and St. Frances of Rome School are not responsible for items that are left in the day care room or on the school property.

XIV. RIGHT OF AMENDMENT

The administration of St. Frances of Rome School reserves the right to amend any portion of this handbook at any time. Families will be notified of such amendments via the Family Envelope.

Sections marked with the symbol † are Archdiocesan policies.