



Celebrating Over 50 Years of Excellence!

ST. ROCCO SCHOOL
Sharing the Love of the Heart of Christ!

Extended Day Program
Phone Number – 401.944.2993 ext. 114

Welcome to St. Rocco School Extended Day Program.

The following information should answer any questions you may have concerning our program, policies and objectives.

We truly hope to make our extended day as close as possible to a day at home. We want the children enrolled in the program to feel comfortable and relaxed. We want working parents to feel confident that their children are being cared for in a warm, caring, and safe environment.

Our program is very flexible and can be tailored to meet the needs of each family. Please contact the Coordinator to discuss any questions you may have about our program.

HOURS AND FEES

The St. Rocco School Extended Day Program will operate only on days when school is in session. Service will be provided to students from Pre-K to Grade 8. Please look further into the description of our program for the particular needs of your family.

We will follow the school calendar. Cancellation of school due to inclement weather will be broadcasted on radio stations WPRO FM and COAST93.3 as well as TV stations FOX, Channel 10, 12, and 6. If there is no school in Johnston, *we will not be in session*.

- There will not be before school care if there is a delayed opening of school.
- There will be no after school care on early dismissal days.

Our Extended Care Program will provide professional care, recreation and enrichment activities. Fees are the sole support of the St. Rocco School Extended Care Program; it is not subsidized by the school or parish. Since this program is self-sufficient, it is imperative that all fees be paid on time.

Policy regarding the receipt of payment. CHECKS ONLY

Beginning August 2017, the billing period for extended care will be from Wednesday – Tuesday. You will receive a bill via email on Friday. Payment is due by the following Wednesday. **Please place your payment (checks only) in an envelope, clearly labeled with your child's name and grade, and place in the locked drop box located in Café Rocco, or you may have your child hand in the payment to his/her teacher during homeroom.** Method of payment is check. Non-payment will result in a \$10.00 late fee and exclusion of your child/ren until payments are up to date.

Please make checks payable to: St. Rocco School. The hourly rate is \$5.50 per hour. Family rate for 3 or more children is \$11.00 per hour. Fees are broken down according to the schedule below, and charges will be incurred on an hourly rate. ***The rate will not be broken down by minutes or half-hours.*** The rate will be as follows:

7:15AM – 8:00AM	\$5.50	2:30PM – 3:30PM	\$5.50
2:30PM – 4:30PM	\$11.00	2:30PM – 5:30PM	\$16.50

Students must be dropped off at Daycare Door!

PARENTAL RESPONSIBILITIES – EMERGENCIES/SAFETY.

With the children's safety and well-being in mind, it is most important that the parent fills out the attached Emergency Form and adheres to the instructions given. Please return this form to school as soon as possible. You must keep your child's *Emergency and Signature Release Information* current at all times.

Students are not permitted to participate in our program without these completed forms.

Parents must supply Mrs. Moschella with copies of custody and restraining orders which may be in effect. One of the most important regulation concerns is when the child leaves the premises of the Extended Care Program. Please read the following rules and regulations as they apply to our program:

- Parents or guardians will not take children from the school yard or other areas without notifying the staff.
- Children will not be released to parents, guardians, etc. who appear to be under the influence of drugs or alcohol.
- Parents or guardians should not send persons whose signatures are not on the Signature Release Form to ask for the release of a child. For the child's safety, release will not be granted. In special circumstances a parent or guardian may arrange for such pick-up by sending written authorization to the Principal. A photo identification will be required before a child is released.
- Another area of concern related to the child's welfare is the matter of telephone messages. Parents may wish to telephone the program asking that their child be directed to go to various places after school. As there is always the possibility that a person other than the parent might telephone, such requests will not be granted.
- With the same potential problem in mind, our staff will not accept a telephone request to call a cab for a child.

Drop-off/Pick~up/DISMISSAL

- As all doors to the school are locked, parents or guardians please ONLY use the side door entrance located next to the music room. Please ring the bell and someone will admit you. There is a clearly marked sign indicating "Day Care" above the bell.
- When dropping off in the morning any time after 7:15AM and picking up from our Extended Care Program by 5:30PM, **you must park in the rear lot and use the door designated for Extended Care drop-off/pick-up** (located at the top of the ramp).
- Please be sure to check your child(ren) in with the staff.
- When picking up, once you have gathered your child's belonging, parents/guardians and other authorized signatures MUST enter the time and sign the "sign-out" sheet and then kindly leave through the side exit.
- Staff members are employed until 5:30PM. By this time both the children and staff are ready to end their day. Please be mindful of this and respect this closure time. Staff members are not required to provide care after 5:30PM. When a child has not been picked up, and no call from a parent has been received, we will try to contact the parent and then persons listed on the Emergency Form. A \$10.00 fee will be charged for any child picked up after 5:30PM.
- Any child attending daycare needs the required paperwork on file. This is a separate form, and may contain different contact information other than that on file in the main office. Also, any parent wishing to send their child to daycare must send in a note with your child.

(This includes any student participating in any afterschool activity or sport.)

For the safety of all the children, once a parent or guardian has signed out their child(ren) from the aftercare program, it is necessary for all to promptly leave the building. This is to ensure that we are in compliance with the safety guidelines set forth by St. Rocco School administration.

ILLNESS AND/OR ACCIDENT

Medication – The administration of all medicines and drugs by the Extended Care Program staff is strictly prohibited. Any requests to administer medication of any kind must be handled through the school office or nurse. Please do not place medications in your child's lunch box or backpack. All medication must be kept in the nurse's office.

Injuries – Extended care staff will provide parents with a written record of any injuries that occur during extended program times.

In the event of an accident or sudden illness, we will make every effort to carry out the instructions as given on the Emergency Form. If instructions given cannot be followed at the time of the emergency, the staff will act according to their best judgment for the welfare of the child.

Parents will be expected to make provisions for taking sick children home.

TYPICAL DAILY ROUTINE

- Attendance & Prayer
- Snacks ~ Snack and beverages will be provided for the children. No snacks with nuts will be given to any child. If your child has another food allergy, and cannot be near someone who is eating that particular snack, you must immediately notify the staff so that your child will not sit next to that particular child.
- Homework ~ During the 2:30-5:30 session, there will be a study/quiet period for older students to accomplish homework assignments. It is the student's responsibility to acknowledge his/her homework assignment and to use this time appropriately. (The Extended Day staff has no way of knowing what has been assigned to each child).
- Centertime ~ Once homework is completed, students will be able to participate in various center activities – coloring, playdough, puzzles, games, etc.
- Physical Activity ~ Gym or outside.

MISCELLANEOUS

- Toys from Home – We ask that children do not bring toys from home. Often these items are personal and important, so the child feels that they must be defended or protected. This is not consistent with the “sharing” atmosphere that we encourage at St. Rocco School.
- Cell Phones – Cell phones are not allowed at extended care. They are to be placed into a designated area upon entering Café Rocco.

EXPECTATIONS OF CHILDREN'S BEHAVIOR/ DISCIPLINE CODE FOR EXTENDED CARE

As members of a Christian and caring community, the children will be expected to respect the staff, each other, the materials, and the environment provided to them. They must **never** leave the building or grounds without the explicit permission of the staff of the extended day program. Such permission will only be granted by order of the parent or guardian.

As this program is an extension of the school day, all students attending are expected to adhere to the rules and policies set forth in the Parent/Student Handbook.

TERMINATION

Services may be terminated by the school principal after consultations with the staff. Such cancellations will be given with one week's written notice. Examples of cancellations may be:

- Chronic late pick-up of child
- Non-payment of fee
- Failure of the adult or child to respect the safety and rights of other individuals in the Extended Day Program.

We hope this information answers any questions you may have regarding our program. Please feel free to contact us at any time if any questions or concerns arise. We look forward to working with you to ensure your child's well-being.

Mrs. Lorraine Moschella
Principal 944-2993

Extended Day ext. #114

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www.stroccoschool.org

EXTENDED DAY EMERGENCY FORM

CHILD'S LAST NAME	FIRST NAME	BIRTHDATE
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HOME ADDRESS	CITY/TOWN	TELEPHONE
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PARENTS' BUSINESS ADDRESSES AND PHONE NUMBERS

MOTHER'S LAST NAME	FIRST NAME	BUSINESS ADDRESS	TELEPHONE
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FATHER'S LAST NAME	FIRST NAME	BUSINESS ADDRESS	TELEPHONE
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ADDITIONAL TELEPHONE NUMBERS

In the event of illness or accident, and when I cannot be reached, I wish one of the following people to be notified by telephone. They are authorized to act in my absence, and they have signed their name below. They may release my child from the Extended Day Program.

I understand that if an individual's name does not appear on this form, they cannot release my child/children from the Extended Day Program. Only individuals named below may be granted permission to release my child/children.

NAME (PRINTED <u>AND</u> SIGNED)	ADDRESS	TELEPHONE
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NAME (PRINTED <u>AND</u> SIGNED)	ADDRESS	TELEPHONE
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NAME (PRINTED <u>AND</u> SIGNED)	ADDRESS	TELEPHONE
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NAME (PRINTED <u>AND</u> SIGNED)	ADDRESS	TELEPHONE
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NAME (PRINTED <u>AND</u> SIGNED)	ADDRESS	TELEPHONE
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I wish any one of the following doctors to be notified:

DOCTOR'S NAME	ADDRESS	CITY/TOWN	TELEPHONE
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DOCTOR'S NAME	ADDRESS	CITY/TOWN	TELEPHONE
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SPECIAL INSTRUCTIONS: ALLERGIES - FOOD ALLERGIES - CHRONIC ILLNESSES - MEDICATIONS

SIGNATURE OF PARENT/GUARDIAN	DATE
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