



St. Philip Neri School Extended Care Program

Program Supervisors: Ms. Dorothy Glidden, Ms. Senise Thomas, Ms. Glenda Moore

Extended Care Location: Lower Hall/Lunchroom - Enter at the right side of the building.

Procedures:

Morning Care: Students should enter through the door on the right side of the building, ring the doorbell, and be checked in by the morning care supervisor.	After Care: Parents should enter through the door on the right side of the building, ring the doorbell, and sign out their child with an after-care supervisor.
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Hours

6:30 - 7:45 Morning Care

3:30 - 6:00 After School Care

2:45 - 6:00 Thursdays (early dismissal days)

A late fee applies if students are picked up after 6:00 pm.

Rates: Per child - Billed weekly

\$2.00 per ½ hour

\$4.00 per hour

Families will be charged for any part of the half-hour your child attends.

About the program:

The extended care program will take place in the lower level of the school. In the extended care room, students can play games and do arts and crafts. Supervised homework time will be provided. After school, weather permitting, students will play outdoors. An afternoon snack will be provided.

Allergies/Medical Conditions

The extended care staff should be made aware of all food allergies and medical conditions. All information will be treated with confidentiality and respect. The safety of our students is our top priority.

Behavior

As members of the St. Philip Neri Catholic Community, all are expected to RESPECT each other, the materials, and the environment. The expectations of student behavior in school also apply in the extended care program.

Emergency/ Safety

Your child's safety and well-being is the most important issue for our extended care staff. No adult will be allowed to take a student off the school grounds without notifying one of the supervisors and signing out the appropriate form. Students will be released to someone other than a parent **ONLY** after the staff receives instruction from the parent, a picture ID is provided, and recognition by the student. If there is any reason to question the release of a child, the parent

will be contacted. The school administration reserves the right to hold a child until the staff contacts the parent and is fully satisfied that the release of the child is in the child's best interest. **Any legal documents regarding child custody or restraining order must be on file in the school office.**