

Extended Care, Preschool Care and Summer Camp

Philosophy and Goals:

To provide a supervised, safe and reasonably priced program for the students of St. Mary's School before and after the regular school day. To provide a service to those parents of the school community who are in need of such a service. The operation of the Extended Care and Summer Camp program will reflect the philosophy of St. Mary's School as stated in the Student/Parent Handbook.

Hours of Operation:

The **Extended Care** program runs every day that school is in session, from 6:30 – 8:30 a.m. and 3:20 – 6:00 p.m. **A per child late fee of \$1.00 per minute is assessed after 6:00 p.m.**

The Extended Care program will be in session on snow days during the school year. The regular hourly wage applies. Children who attend during these days will also be assessed the registration fee the first time they attend if not previously charged.

The **Preschool Care** program is in session Monday thru Friday during the school year. The program runs from 6:30 a.m. – 6:00 p.m. The program is available before and after preschool class, and also on days there is no preschool class, but the rest of the school is in session.

Uses/Fees:

A non-refundable, per child registration fee is assessed for the Extended Care and Preschool programs after the first use of the program. An hourly record is kept of each child's use of the program. Parents are billed for their usage of the program at the end of each month.

Summer Camp Program:

Students who attend St. Mary's School during the previous year are eligible to attend the summer program. The program runs weekdays from 6:30 a.m. – 6:00 p.m. A non-refundable registration fee is charged to those who take advantage of this program. An hourly rate is charged and billed monthly. Students are provided with daily activities including arts and crafts and games and outdoor play. Several field trips are scheduled throughout the summer, many within walking distance of the school. Field trip fees are additional cost for each child attending. Child should bring snacks and lunches each day. Regular hourly rates and late fees apply.

Facility, Supervision and Safety:

St. Mary's Gym is used as the base for the program, with expansion into and use of other areas as the need arises. The program also uses the media center and playgrounds.

There is always an adult employee present during operation hours, or until the last child is picked up. Children are always within sight or hearing of these employees, and are never left unattended. A copy of medical emergency information is kept in the Extended Care area and a First Aid kit is available if needed.

A ratio of one staff person to 12 children will be maintained.