

# SJBS Extended Care Information

## AVAILABILITY

- **Morning care** is available daily on school days from **6:45 until school report time**. Report time to class will be at 8 a.m for elementary/middle school and 8:45 a.m. for preschool.
- **After care** is available daily on full school days from **3:00 - 5:30 p.m.** **A charge of \$15 for every 15 minutes past 5:30 p.m. will be applied.**
- Students will receive a snack and drink during extended care.
- **There is NO AFTERCARE for any students on “no school” days or “early dismissal” days.** Morning care is available on days with regular start time but not when there is a delay.

## SCHEDULING

- Can be specific days/week, daily, or intermittent.
- Once registered, parents will be given access to a schedule to utilize for extended care. If a family doesn't have access to a computer, more information will be given.
- **EMERGENCY USE** - Families are permitted up to four “emergency” extended care uses before being required to pay the enrollment fee. **If there is an emergency, parents must call the school office and speak directly to the secretary so that the everyone is aware.**
- Mrs. Friday - 412.793.0555, dial “0”

## ENROLLMENT/COSTS

- Enrollment Fee: **\$35 for one child** or **\$45 per family** for use of either morning or after care, **\$50 for one child** or **\$60 per family** for both morning and after care. Before being admitted attendance to extended care, parents or guardians MUST complete the registration form below.
- Hourly rate: **\$9/one child, \$13/two children, \$15/three or more children.**
- Families will be billed monthly. All payments must be made by check. **NO CASH** will be accepted. Payments should be made to SJBS with “extended care” in memo.

## QUESTIONS/MORE INFORMATION

- Please email Marie DiLorenzo, coordinator of extended care program, at [sjbsxcare@gmail.com](mailto:sjbsxcare@gmail.com) to express your interest in extended care.

## **\*\*\*\*IMPORTANT NOTICE:**

At St. John the Baptist School we take the safety and well being of every child very seriously. Providing a safe and positive experience and environment for all children is our priority. Our expectation is that every child will demonstrate courteous, kind, responsible, and age-appropriate behavior while in our Extended Care Program.

If a child behaves in such a way that is disruptive to students, staff, or the program, parents or guardians will be notified. We will work together to develop a plan to help a student who displays disruptive behavior. In order to provide this positive environment for every student, however, we may not be able to serve a child who repeatedly displays disruptive behavior.

**\*\*Disruptive behavior is defined as verbal, physical or sexual misconduct which requires constant attention from the staff including, but not limited to: hitting, kicking, spitting, destroying property, attempting to leave the program space, engaging in hostile verbal behavior, and engaging in other behaviors which may injure another child or staff member.**

**Director, staff, and assistants will:**

- Establish and post clear rules and consequences.
- Speak respectfully and positively to children.
- Address behavior issues consistently, firmly, and fairly.
- Offer age-appropriate choices to redirect improper behavior.

**Extended Care students will be expected to:**

- Listen and respond appropriately to directions from director, staff, and assistants.
- Speak respectfully to others.
- Demonstrate responsibility for self, belongings, and property belonging to other students and the school.
- Be honest.
- Keep hands and feet to self.
- Exercise safe behavior.
- Stay with group or in space utilized for care at all times.

**\*\*If a student demonstrates disruptive behavior that involves disrespect to staff or other students or activity that could result in injury to self or others, a written behavior report will be presented to parent/guardian. After three behavior reports, staff and director will meet with parents/guardians to develop plan for improved behavior for their child. After a fourth report, the parents/guardians may be asked to arrange alternative extended care services at a different facility.**

Enrolling for:  Morning Care  After Care  Both

Student name: \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

\*\*\* Allergies: \_\_\_\_\_

Student name: \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

\*\*\* Allergies: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's cell phone: \_\_\_\_\_

Father's cell phone: \_\_\_\_\_

Mother's work phone: \_\_\_\_\_

Father's work phone: \_\_\_\_\_

Mother's email: \_\_\_\_\_

Father's email: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_

Guardian's cell phone: \_\_\_\_\_

Guardian's work phone: \_\_\_\_\_

Guardian's email: \_\_\_\_\_

Authorized adults who may sign your child out or who may be contacted in case of illness or emergency ((Will be required to show a photo ID):

Name:	Relationship	Phone	Contact in case of child	
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No

Name any person(s) to whom your child should **NEVER** be released: \_\_\_\_\_

\*\*\*\***CODE WORD TO BE PROVIDED BY PARENT/AUTHORIZED PERSON AT PICK UP:**  
\_\_\_\_\_  
(Your child should **NOT** know this word. Adult will be asked for both code word and photo I.D.)

Please indicate your likely extended care needs:

**Morning Care needs:**  
 Monday  Tuesday  Wednesday  Thursday  Friday  Intermittent

**After Care needs:**  
 Monday  Tuesday  Wednesday  Thursday  Friday  Intermittent

List any special concerns or considerations. \_\_\_\_\_

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**OFFICE USE:** ENROLLMENT FEE PAID      Check number \_\_\_\_\_  
Morning OR Aftercare      \$ \_\_\_\_\_ \$35/one child \$45/family  
Both Morning AND Aftercare      \$ \_\_\_\_\_ \$50/one child \$60/family