



## Information Sheet - EXTRA CARE PROGRAM

The St. Rose Extra Care Program strives to create a safe and enjoyable atmosphere for the children who attend our school in grades Kindergarten through Eighth. It is designed to meet the needs of working parents while allowing students to play, work and enjoy various indoor and outdoor activities under the direction of dedicated staff. Children are expected to act appropriately and respectfully, or they will be asked not to return to the program. The Extra Care Program will operate only on the days that the school is in session.

### I. Rules and Regulations

#### ***A. Information Regarding Dismissal and Changes in your Child's Routine***

It is extremely important, and the responsibility of the parent, to notify their child's teacher throughout the year of any changes in the dismissal and/or attendance of the student.

While we attempt to meet the needs of our families' varying schedules, it is extremely important that we are notified of any changes in your child's schedule. A form with your child's schedule should be turned into your child's teacher each month, regardless of the child's age. No children should be given the responsibility of "telling" their teacher that they are to go to After Care. If a change needs to be made, a note to the child's teacher or a message to the school main office before 2:00 pm should clearly state the date and reason of absence or late attendance from Extra Care such as:

- Going home after school
- Attending an in-school extracurricular activity, such as Brownies, sports, clubs, etc,
- Also, indicate if your child/children will attend Extra Care after the in-school extracurricular activity.

These procedures are put into place to ensure the children's safety and should be followed at all times. If your child utilizes the Extra Care Program on a random basis, these same procedures should be followed.

#### ***B. Signing In and Out***

##### **Before Care:**

If you plan to use Before Care, **you must notify Mrs. Hull via email at [mhull@strosenj.com](mailto:mhull@strosenj.com) at least 24 hours in advance.** Please utilize the Kings Highway entrance. There will be a sign-in sheet for you to record your name, child's name, and drop-off time. No child should be dropped off without an adult walking them inside the school to sign them in.

##### **After Care:**

An Extra Care Sign-Out Sheet will be provided for After Care to record the time, student's name and your signature. Please make sure that the exact time of pick up is clearly written. If no time is written, you may be charged the maximum rate.

All children must be signed out by designated adults. **Please utilize the cafeteria door adjacent to the church parking lot.** Children will only be dismissed to the people you have designated on your registration form. You must notify the school and Extra Care of any changes or have a written note stating who will be picking up your child(ren) that day from the program. Please make sure that anyone you have designated to pick up your child(ren) has a photo ID with them. (All parents should bring ID during the first few weeks of school.)

### **C. Discipline**

Good behavior and respect for one another is a must at St. Rose of Lima School. Any serious misconduct will be handled as follows:

- A verbal warning concerning the misconduct
- Removal from activity
- Parent will be notified if conduct does not improve
- Mrs. Hull will conference with child and parent
- A conference with the principal, supervisor, parent and child.

### **D. Late Pick-Up**

The ExtraCare Program ends at 6:00pm sharp

Please be advised that anyone arriving after this time will be charged an additional \$1.00 per minute. (If this occurs more than three times a meeting must be scheduled to determine if the program is a good fit for your schedule.)

### **E. Concerning After Care Only**

There is no After Care Program on the half days before Thanksgiving, Christmas, Easter Vacation and the last day of school.

### **F. Inclement Weather**

In case of an emergency closing because of hazardous weather, the Extra Care Program will not be in session. Any delays in the start of school will result in there being NO Before Care session, but After Care will resume as usual. If there is an early dismissal due to hazardous weather there will be no After Care.

## **II. Program Fees**

### **A. Extra Care Payments**

1. All Extra Care invoices are sent out monthly.
2. You will receive an email from FACTS, as well as an email from Mrs. Hull with a copy of your invoice.
3. Payments can be made through FACTS billing or via check.
4. If you are sending in a check, please place it in an envelope labeled with your child's name/names and "Extra Care"
5. Extra Care payment is due no later than one week after distribution of statement

### **B. Extra Care Program Cost**

#### **Before School Care**

\$10.00 Per Day Per Child 7:00-7:45am
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#### **After School Care**

Number of Children	Until 4:30pm	After 4:30pm	Extended Care -1/2 Days
One Child	\$14.00	\$18.00	Additional \$10.00
Two Children	\$20.00	\$22.00	Additional \$10.00 Per Child
Three Children	\$22.00	\$24.00	Additional \$10.00 Per Child
Lateness – Pick up after 6pm will result of a charge of \$1.00 per minute			

#### **EMERGENCY USE FOR NON-REGISTERED STUDENTS**

\$30.00 Per Day Per Child 2:30 – 6:00 pm
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**Please sign and return the following page as acknowledgement of the St. Rose of Lima Extra Care Program Procedures.**



- EST. 1921 -

# SAINT ROSE *of* LIMA CATHOLIC SCHOOL

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***Please return this acknowledgement of the St. Rose of Lima  
Extra Care Program Procedures.***

I \_\_\_\_\_, have read all the information concerning the Extra  
Care Program and agree to cooperate with all rules and regulations stated.

Family Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_