

Immaculate Conception Grade School

Extended School Care Handbook

2018-2019

Welcome to Immaculate Conception Grade School's Extended School Care Program. This program is available to all registered students of ICGS from preschool to eighth grade. We are pleased that you have chosen our center for the care of your child. We desire to have close cooperation and understanding between parents and staff. The result will be a positive experience for your child. Our activities have been planned with the goal of helping develop happy and well-adjusted children. At Immaculate Conception, we encourage and support the development of each child. It is our desire to provide an atmosphere which stimulates Christian attitudes and values.

Arrival and Departure

We are located in the Preschool room and middle school wing which is located on the third floor of the building. If your child is in Pre-K to second grade they will meet in the preschool room. If they are in 3rd grade through 8th grade they will meet in the middle school wing.

The program hours are from 3:15 P.M. until 6:00 P.M. every day school is in session, starting on August 27th and ending on the last day of school. The only exception is the last day before Christmas break. The program will not be in operation on days that ICGS has an early dismissal.

Each child MUST be signed out everyday. This is to record when and by whom the child(ren) are picked up. Parents must notify the center in writing if someone other than yourself or a person on the authorized list is picking up your child. An adult who has authorization (on the Program Registration form) must sign the child out daily. Identification may be requested of people picking up children from the program. Departure time may be no later than 6:00 p.m. Please arrive on time to pick up your child; \$1.00 per minute will be charged for exceeding time. Consistent late pick up will be addressed by the administration.

Payment

Fees will be charged for the days in attendance. Students who stay for a school sponsored after-school club will be charged for Extended School Care if they are normally scheduled to stay for the program. If this payment is not paid in full by the due date, a \$25.00 late charge will be added to your account. Your child will not be allowed to participate in the program until the balance is paid in full. Please note that billing and payment for prearranged service rendered will be done via each family's Smart Tuition account.

There are no refunds or credits for unused prearranged service that is billed via Smart Tuition. There is a specific registration form for our pre-registered service. The form should be filled out completely with your child's name, grade, teacher and the dates of service. All students using the service must have a signed contract on file.

Activities

The Extended School Care program will consist of a variety of activities including indoor play, study time or quiet activity time, outdoor play, and watching movies.

Snacks

There will be a snack time shortly after arrival. Students may bring a snack from home. Students will not be permitted to share food. Snacks will not be provided.

Electronics

School age children are allowed to bring electronics from home. They will be given 45 minutes each day to play with these devices. All children will be monitored closely; if we find any inappropriate games, or children using social media, that child will lose all electronic privileges. All children must follow Immaculate Conception's electronic policy. Immaculate Conception is not responsible for any lost electronics or games.

Health

Only children in good health may be brought to the center. If a child has a fever, vomits, or has diarrhea, he/she will not be admitted. He/She will not be able to attend until they are symptom free for 24 hours. In the event your child needs medication during the day, you will need to sign the Medication Authorization Form. This must be completed by the parent/guardian EACH day the medicine is needed. All medication is to be in its original container and properly labeled with the child's name and dosage. Any non-prescribed medication must be accompanied by a written authorization from your doctor.

Absence or changes in schedule

In case of illness or absence for after care or if you need to have your child attend on a day not originally scheduled, you may call Extended Care Director and leave a message. You may also send a note with your child concerning a schedule change. The note should be turned in to the school office that morning. If no notice of cancellation has been received by school dismissal, you will need to come to ICGS to pick up your child. Children will not be allowed to call parents for permission to go home with another student.

The Extended Care Director will be answered only during program hours. Voice mail is available 24 hours per day. Please remember to report any absences.

Calendar

Extended School Care will follow the school calendar. On half days there will not be extended care. Students must be picked up at the time of school dismissal.

Inclement Weather Closings

In the case of inclement weather, ESC will follow the grade school. If school releases early due to inclement weather, ESC will close at 3:15 p.m. ESC will not operate on days school is cancelled for any reason.

Homework

Children in grades 2nd and up will have the opportunity to complete homework in a quiet room. Pencils, pens, paper and other basic supplies will be provided.

Clothing and Personal Belongings

Your child will be participating in a variety of activities including outdoor play and crafts. If you choose for your child to bring an extra set of clothing to change into after school, please make certain to LABEL your child's uniforms. We will not be responsible for your child's uniform or any other clothing and accessories. Please remind your child(ren) to put their

uniforms (especially jumpers and skirts) in their backpacks upon changing. School age children may bring personal belongings from home as long as their name is on each item. We are NOT responsible for any items brought from home. Any lost items will go directly into lost and found.

Discipline Policy

We expect every child to conduct themselves with Christian like behavior. The primary purpose of discipline is to help the child develop self-control and to assume responsibility for his/her actions.

Children are expected to be kind, respectful, and courteous. Students at different ages are expected to assume appropriate degrees of responsibilities for their actions. When approached in a positive manner, discipline makes it clear that one behavior is chosen over another. Behavior management will be handled in a positive way. Reasoning with the child and guiding them to understand a more acceptable way of reacting to their problem will be encouraged.

If the problem continues, the child may be seated in a "timeout" spot for an appropriate length of time. Staff persons will record behavior problems. Students will receive a "Behavior Note" if the behavior continues. The director will keep track of the behavior notes. The director may suspend a child if inappropriate behavior is ongoing. Please understand that serious behavior problems may result in the child's dismissal from our program.

After the above has been followed, a child may be dismissed from our program if: the child poses a threat to him/herself, other children or teachers, the child behaves in a manner that is disruptive and difficult to manage in a large group and the child or family continues to disregard the program's policies. Some serious situations may occur that may jeopardize the welfare and safety of the children and/or teachers. The director reserves the right to dismiss a child immediately if such an incident occurs.

Questions/Concerns

If you have any questions or concerns we encourage you to please contact us. We cannot fix any issues we are not aware of. Please email me at swachholder@icgradeschoolelmhurst.org.

ICGS Extended School Care

Contract

Immaculate Conception Grade School offers families childcare supervision students after school. The Extended School Care program runs from 3:15 until 6 PM. The rates for the Extended School Care service are listed below. All families who plan to use the aftercare program should return this contract on using the service for the upcoming school year.

There is a \$300 registration fee for Extended School Care. This fee will be applied towards your balance. The program will be billed for the entire year, but will be paid in monthly installments through Smart Tuition. Amount of time used can only be changed at the next semester.

PM Care (3:15 to 6:00 pm)

\$18.00 per child/per day. (Regardless of number of hours enrolled)

Child must be signed up for 3 or 5 days per week.

All student accounts will be monitored to ensure that The Extended Care fee billed via our billing system and paid in a timely manner by the invoice due date. Please note that Extended Care privileges may be suspended for students whose accounts are in arrears.

Students will be signed up for the year and changes can only be made prior to the next semester.

A \$1.00 per minute late fee will be charged for time after 6 PM for children not picked up by 6 PM.

ICGS Extended School Care

Contract

Please return this portion of Letter of Intent to ICGS via

Email to swachholder@icgradeschoolelmhurst.org, Fax to attention of S. Wachholder at 1-630-530-3490

Mail to attention of S. Wachholder at ICGS, 132 Arthur, Elmhurst, IL 60540

Family Name: _____

Home Phone: _____

Parent/Guardian Name _____

Parent/Guardian Name _____

Work Phone (Dad) _____ Work Phone (Mom) _____

Cell Phone (Dad) _____ Cell Phone (Mom) _____

Family Preferred E-Mail Address: _____

Parent/Guardian Email: _____

Parent/Guardian Email: _____

Please note that two or more phone numbers must be provided to contact parents.

Emergency Contacts/ADULTS Authorized to Pick Up Your Child (other than parent/guardian on pg.1)

Emergency Contact Name: _____ Phone #: _____

Emergency Contact Relation to Child: _____

Emergency Contact Name: _____ Phone #: _____

Emergency Contact Relation to Child: _____

1. Student Name: _____ Grade: _____

2. Student Name: _____ Grade: _____

3. Student Name: _____ Grade: _____

4. Student Name: _____ Grade: _____

List Allergies, Medical Concerns, or Medication Taken:

Student 1 : _____

Student 2: _____

Student 3: _____

Student 4: _____

Please list and describe and possible reactions to exposure:

Full Week (PM) \$90.00/child Number of Children _____ X \$90.00 Total \$ _____

Three Day Week (PM) \$54.00/child Number of Children _____ X \$54.00 Total \$ _____

Yearly Cost for a full week: \$2,916 per child = This will be divided into 10 monthly payments on Smart Tuition.

Three Day Week: \$1,744 per child = This will be divided into 10 monthly payments on Smart Tuition.

PM 3 Days: M T W TH F (Please circle days)

My signature below indicates that I have read the After School Care Parent Handbook available online at Immaculate Conception Grade school or icgs.org. I fully understand and will abide by all of the policies. This must be signed in order for the registration to be processed.

Signed Signature: _____

Date: _____

Forms may be dropped off in the school office, faxed to the school (1-630-530-9787) or emailed to swachholder@icgradeschoolelmhurst.org. The school assumes no responsibility for electronic forms not received by the deadline.