



St. Aloysius School
Extension Program Handbook
2014-2015

Dear Parents,

The following material is presented as an “Ongoing Handbook” for the St. Aloysius Extension Program. We have tried to include all information considered important to your child’s safety and for the basic operation of the program, but we realize some things may have to be modified or changed. As the year progresses, you too, may have some ideas which should be included. We welcome your suggestions, as we all work together to make this a happy and worthwhile experience for both child and family.

Sincerely,

The Extension Program Staff

St. Aloysius School Office Telephone #383-3871
Extension Program Telephone #383-3871

John L. Bennett, Principal
Jan Kleiner, Extension Program Director
Roena Vlahos, Extension Program Director
Ann Soike, Extension Program Assistant Director
Amber Vlahos, Extension Program Assistant Director

THE ST. ALOYSIUS ELEMENTARY EXTENSION PROGRAM

Open 6:45A.M. to 7:15 A.M. and 2:55 P.M. to 5:30 P.M. most school days, the Extension Program provides professional care, supervision and recreation activities. It serves working families who desire both parochial school education and supplementary day care in a Christian environment for children enrolled at St. Aloysius School.

The program strives to provide individual attention, security, consistency and fair treatment for children of working parents within a large family environment.

The Extension Program is staffed by experienced Directors and a number of devoted and committed group leaders. These people, employed on a full-time or part-time basis, work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others is realized.

Fees are the sole support of the St. Aloysius School Extension Program. It is not subsidized by the School or the Parish.

IMPORTANT PARENTAL RESPONSIBILITIES

Emergencies/Safety

With the children's safety and well being in mind, it is MOST important that the parent check the emergency form, which will be located at the sign out desk, and then adhere to the instructions given.

One of the most important regulations concerns the child leaving the premises of the Extension Program.

PARENTS OR GUARDIANS SHOULD NOT TAKE CHILDREN FROM THE SCHOOL YARD OR OTHER AREAS WITHOUT NOTIFYING THE EXTENSION STAFF AND SIGNING THE CHILD OUT.

PARENTS OR GUARDIANS SHOULD NOT SEND PERSONS WHOSE NAMES ARE NOT ON THE EMERGENCY CARD TO ASK FOR THE RELEASE OF CHILDREN. FOR THE CHILD'S SAFETY, THE RELEASE WILL NOT BE GRANTED.

Another area of concern, and also related to the child's welfare, is the matter of telephone messages.

PARENTS OR GUARDIANS MAY WISH TO TELEPHONE THE EXTENSION PROGRAM ASKING THAT THEIR CHILD BE DIRECTED TO GO VARIOUS PLACES AFTER SCHOOL. AS THERE IS ALWAYS A POSSIBILITY THAT A PERSON OTHER THAN A PARENT OR GUARDIAN MIGHT TELEPHONE, SUCH REQUESTS WILL NOT BE GRANTED.

Pick-Up

When picking up your child/children from extension please come to the Library to sign them out and have them called in to meet you. **DUE TO TRANSITION TIME BETWEEN 2:55 AND 3:15, WE ASK THAT YOU BEGIN PICK-UP AFTER 3:15.** If circumstances dictate the need to pick up your child before 3:15, please send them to **CARPOOL** that day. There can be no exceptions to this policy, so please do not ask.

Fees

As previously mentioned, the Program is entirely financed by a yearly fee, paid in full once annually (by August 15) or twice annually by semester (August 15 and January 15). Regular and prompt payment will assure the continuation of qualified personnel and the provision of ample supplies, equipment, and snacks.

A \$25.00 charge will be assessed for all returned checks.

Staff members are employed only until 5:30 P.M. It is only common courtesy to respect the time of closure.

A substantial fee will be assessed for late afternoon pick-ups. Students who are picked up late will be assessed \$1.00 for every minute past their pick up time of 4:30 or 5:30 depending on which program they are enrolled in. Parents who are habitually late when picking up their child who is enrolled in the 4:30 program will be asked to change to the 5:30 program. Parents who are habitually late when picking up their child from the 5:30 program will be asked to remove their child from the program if the late charges fail to encourage on-time pick up.

SPECIAL PROVISIONS AND PROCEDURES

Homework

Each day a one hour homework period is scheduled for grades 3-8 with a Director/Group Leader available for assistance. It is the child's responsibility to acknowledge his/her assignment and then to use the resources available. It is also the child's responsibility to have supplies such as pencils, rulers, etc. as needed to complete assignments. The Extension Staff has no way of knowing what work, if any, has been assigned to which students, therefore the homework period will be an optional activity for students.

Late Enrollment

At any time during the school year a child can enroll in the Extension Program by filling out the appropriate paperwork and paying a \$120 registration fee per child (early registration fee before March 20 was \$70 per child).

Dropping from Extension

If your family's circumstances change and you no longer need Extension services, a "drop form" must be filled out and returned to school. The pro-rated tuition amount to be refunded will be calculated from the date the drop form is received.

A "drop form" is attached to this handbook and can also be found on the website on the Extension portion of the website, which is under "Student Services".

Re-enrolling in Extension

During the remainder of the school year, a formerly enrolled extension student may re-enroll by completing an application form and paying an additional \$120 registration fee. Since Extension tuition is paid by semester or the entire school year, the amount due will be pro-rated and will be due upon registration for the remainder of the semester or year.

EXPECTATIONS FOR CHILDREN'S BEHAVIOR

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. Students must never leave the building or grounds without explicit permission of the Staff from the Extension Program. Such permission will only be granted by order of the parent or guardian.

In order to maintain a professional atmosphere, we ask that all staff members be formally addressed as adults--that is, "Mr. Smith", "Mrs. Jones", or "Miss Andrews". Informal use of staff members' first names by students is inappropriate in the school setting.

Toys from Home

It is requested that children not bring toys from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the sharing atmosphere encouraged in our large family atmosphere.

Termination

Extension Program services to the family and/or an individual child may be terminated by the Director after consultation with the school principal. Such cancellation of services will be given one week's notice and for the following causes:

- abuse of program hours
- non-payment of extension program fees
- failure of the adult or child to respect the safety and rights of other individuals in the Extension Program

Extension Drop Form

Our family no longer needs Extension services. Please discontinue services for the following child/children effective _____(Date)

Child's name

Grade Level

Child's name

Grade Level

Child's name

Grade Level

Child's name

Grade Level

Extension – Change in Program

Submit this form at least two weeks prior to change date.

Our family would like to change from Program _____ to Program _____.
Please make this change for the following child/children effective _____
(Date)

Child's name Grade Level

Child's name Grade Level

Child's name Grade Level

Child's name Grade Level

	ANNUAL FEE	SEMESTER INSTALLMENT (August 15 and January 15)
A. _____ Before School Only (6:45 a.m. to 7:15 a.m.)	\$520.00	\$260.00
B. _____ After School Only (2:55 p.m. to 4:30 p.m.)	\$620.00	\$310.00
C. _____ After School Only (2:55 p.m. to 5:30 p.m.)	\$900.00	\$450.00
D. _____ Before School and After School (6:45 a.m. to 7:15 a.m.) and (2:55 p.m. to 4:30 p.m.)	\$920.00	\$460.00
E. _____ Before School and After School (6:45 a.m. to 7:15 a.m.) and (2:55 p.m. to 5:30 p.m.)	\$1,100.00	\$550.00