

# ST. BRIGID EXTENDED DAY CARE PROGRAM

The St. Brigid Extended Day Care program is designed for those children who are unable to go home after school because their parents work. The program will be for St. Brigid students in grades K-8 only. The program will be provided on every school day from 2:45 pm until 5:45 pm.

## CHILD ABUSE DECREE

All staff members have attended the Archdiocese of Cincinnati's Child Abuse/Endangerment training program and will adhere to the guidelines for identifying and reporting suspected child abuse and neglect specified in this program.

## FEES AND PAYMENT PROCEDURE

\$30 non-refundable registration fee for one child.  
\$45 non-refundable registration fee for two or more children.  
\$40 per week or \$9 per day for one child.  
\$55 per week or \$11 per day for two children.

**There is a \$1 per minute late fee after 5:45 pm. This will be added to your weekly bill. After five late pick-ups you will be asked to find another child care program, since our time frame does not fit your needs.**

Payment is due weekly. A bill will be sent home on Friday and payment is due on Monday morning. Make checks payable to St. Brigid Extended Day Program. Included with the bill will be a sign-up form for the following week. This is to be returned on Monday with the payment. It is essential for us to know which children are staying so that they are not inadvertently sent home on the bus. If there is a change of plans, call the office so we may change our list and notify your child.

## PICK-UP PROCEDURE

Children will be in the lunchroom at dismissal. Parents will be required to sign out students at the end of each day. Only persons authorized by the parent or legal guardian may pick up a child. Identification may be required.

## HEALTH CONCERNS

In case of a fever, infectious disease, or injury requiring professional medical attention, the parents will be notified immediately. PLEASE UPDATE YOUR EMERGENCY INFORMATION.

## PERSONAL CALLS

If you need to reach the extended day care program between 2:45 and 5:45, please call 372-3222.

## TENTATIVE SCHEDULE

2:45-3:15 - Children may change into play clothes. Gym shoes are highly recommended. Children may buy milk (25 cents), snacks (30 cents) or bring a snack from home.  
3:15-4:00 - Physical activities in the gym or outside.  
4:00-5:00 - Homework or quiet time. It is the responsibility of the student to have the necessary books and homework assignments. The Daycare staff will assist students with their homework, but are NOT responsible to see that the homework is completed.  
5:00-5:30 - Choice time: puzzles, games, art, etc.  
5:30-5:45 - Clean up time.

Fridays are the exception to this schedule. After the physical activities we will show a movie and have a snack, (popcorn, pretzels, etc.). If you have any G or PG rated movies that your child would like to share with After School Care, please feel free to send them in on any Friday.

## DISCIPLINE PROCEDURE

The Extended Day Care program operates on the basic premise of courtesy and respect for God, others, and ourselves. Every effort will be made to ensure the physical safety and mental well being of each child. However, the following situations will not be tolerated.

1. Disrespect for staff or other students.
2. Endangerment of self or others.
3. Damage to St. Brigid property.

Indulgence in these behaviors will result in a discipline notice, which will be signed by the staff member, students, parent, and principal of St. Brigid School. Any student who accumulates three discipline notices will earn immediate expulsion from the program. The director reserves the right to expel any student from the program who exhibits a severe infraction of the rules of the program and St. Brigid School as outlined in the school handbook.